

**Head of Finance (0.4FTE)**

Caring in Bristol’s mission is to empower our city to solve homelessness. We work in imaginative and creative ways with people experiencing or at risk of homelessness, with the public and with community partners to bring about lasting change in Bristol and beyond.

We are small yet highly ambitious and have significantly expanded our reach over the last three years to fund the work we’re passionate about in our city. For example, in March 2017 we partnered with St Mungo’s to create an entirely volunteer-powered emergency shelter which has helped 441 people to date with a safe and warm place to stay off the streets.

From prevention to emergency support, our projects range from producing free-citywide resources that empower our city to act, to investing in youth support, helping influence change from the very start.

**The role**

This post is a bit of a new one for us. Our previous Finance Manager also was our project manager for Caring at Christmas and has now moved full-time into supporting our front-line work.

As our new Head of Finance you will be ambitious, passionate and skilled with numbers, with the energy and experience to capture the essence of our values and help us develop our resources to be able to provide the high quality services our clients deserve.

The post is an important one for the organisation as we grow and develop. We are looking to strengthen our senior management team by ensuring we have strong leadership in our non-operational activity as well as in our service delivery.

You will be responsible for working with the Charity Director to advise and develop our financial strategy, modelling new projects, preparing our annual budgets and project budgets, and reporting on financial performance. You will actively contribute to the overall future strategic direction of the charity.

You will also be responsible for managing the day-to-day finances for the charity, liaising with our external bookkeeping and payroll provider, You will ensure all aspects of the financial systems are accurate and up-to-date including banking, sales and purchase ledgers, payroll and cash management.

You’ll have exceptional numeracy skills, a positive attitude and the ability to thrive in a creative, collaborative and committed team.

We offer great flexibility around working arrangements and you can largely organise your working hours to suit you. We have a vibrant and relaxed work culture, the chance to make the job your own, and to take our organisation to the next level.

**Who we are**

Caring in Bristol is an unusual charity, grown from the ground up thirty years ago as an annual Christmas Shelter – Caring at Christmas. While this project remains very close to our hearts, we’ve used the last few years to make big changes to the charity, taken on a new staff team and evolved a significant programme of additional services and projects with a focus to both prevent homelessness and support those experiencing it all year round.

We have a special place in Bristol, firmly rooted, yet independent. Our innovative digital platforms, information campaigns and ‘Get To Know’ educational work have developed and elevated the Caring in Bristol brand and built a new community of supporters.

We’re now at a moment in our development where we want to grow to the next level, investing in staff, systems and an evidence base, that will help us empower Bristol to solve homelessness.

**Our values**

*Collaboration*

We learn, share and work with everyone in our community to create services that best meet need. Our beneficiaries inform the design, delivery and evaluation of our work. We collect and apply evidence to build partnerships and embed our impact.

*People first*

We value human relations and the strengths people have and are committed to positive change and development in everyone. We will take positive risks with people. We hold that the wellbeing of our staff and volunteers is integral to the positive impact we can make with our beneficiaries. We are inclusive and celebrate diversity.

*Focus on the end goal*

We work with our beneficiaries and volunteers to achieve their ambitions. We are here to make ourselves no longer needed and want Bristol to be the first major city to end homelessness.

**What we’re looking for**

**A finances expert** – you’ll use your financial and analytical skills to lead and enable our service provision teams to reach their potential. We’re not fussy if you’ve worked for a charity before, if you’re excited to join our team, motivated to go the extra mile and bring the skill sets we need to take Caring in Bristol to the next phase.

**A people person** – you will be an excellent collaborator and communicator and a quick learner, that can help the team develop their understanding of financial management.

**A diverse organisation** - we strive to represent the community where we work and the people we work with; we encourage applications from Black, Asian and ethnic minority candidates, candidates from all gender identities and sexual orientations, candidates with disabilities, and candidates with lived experience.

**What you’ll be doing**

**Financial advice and support**

* Provide financial advice to Charity Director, Trustees, Senior Management Team and project staff
* Provide up-to-date dashboards and reports of the financial position, projections and scenarios, considering the financial implications of alternative business models, advice on new and current business income generation initiatives and analysis of financial risk and performance.
* Work with the Charity Director to ensure that the appropriate processes are in place for the long-term financial viability of the charity, advising on the financial consequences of proposed actions.
* Carry out an effective financial management service to the charity and act as the key link between management and trustees on financial matters.
* Administration of the Finance and Income Generation Sub-Committee

**Statutory financial reporting**

* Produce statutory accounts, files and schedules.
* Should we reach the size of requiring audit, you will need to be able to agree on an audit plan, be the main point of contact with external auditors, and implement audit recommendations.

**Management Accounting and Reporting**

* Preparation of annual budget and forecasts – work with the Charity Director on planning, resource allocation and performance monitoring.
* Cash flow forecasting.
* Ensure the provision of accurate and timely monthly management reports.
* Support with funding bids and reports.

**Financial Record Keeping and Controls, and other Services**

* Oversee/prepare bookkeeping, reconciliations, allocation of funding, purchase and sales ledger functions and integrity of the finance system.
* Day-to-day banking and cash functions including processing payments.
* Regularly review and maintain financial policies and procedures.
* Ensure appropriate financial risk management techniques and controls are in place at strategic and operational levels.
* Regularly reviewing and making recommendations for improvements to financial controls and ensuring methods are documented and made clear to staff.
* Manage the payroll process, liaising with the payroll provider and processing payments.
* Interface with banks, pension providers and providers of other financial services.

**General Administrative Support**

* To support the development of our administrative function, including overseeing procurement and management of our IT support contractor, utilities, broadband, phones, and office premises.
* Keep abreast of financial developments across the charity sector and ensure any opportunities for tax reliefs, cost reduction, value for money and more effective systems are seized as appropriate.
* Undertake any other duties as determined by the Charity Director.

**Essential must haves**

* Minimum part qualified accountant or qualified by experience with strong financial management experience.
* Knowledge of charities SORP and gift aid, or ability to learn.
* Experience of budgeting and financial planning.
* Experience of management accounting.
* Ability to analyse and clearly explain financial information/teach others.
* Excellent team working skills.
* A passion to change Bristol for the better.

**Job specifics**

* Location: 1 Temple Way (we will be moving to another central Bristol location at some point later in the year).
* Salary range: **£31,564 - £35,374** (pro rata, depending on experience)
* Working hours: part time 15 hours per week (0.4FTE)
* Start date: As soon as possible
* Leave: 33 days (pro-rata, inclusive of bank holidays)
* Responsible to: Charity Director

**How to apply**

You will be required to email us your resume and a covering letter explaining how your experience fits with both the job description and our values.

You can find the job pack on our website <https://caringinbristol.co.uk/careers/> which includes:

* Caring in Bristol Annual Accounts March 2019
* Monitoring form

Please send your completed application to [info@caringinbristol.org.uk](mailto:info@caringinbristol.org.uk)before deadline of **Monday 2nd March.**

Interviews will take place on **Monday 9th March**

If you have any questions or would like to have an informal chat about the role, you can contact the Charity Director Ben Richardson on [ben.richardson@caringinbristol.org.uk](mailto:ben.richardson@caringinbristol.org.uk), or 0117 924 4444.