

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Head of Finance</b>
<b>Responsible to:</b>	Leadership Team (LT)
<b>Line Manager:</b>	Vice Principal (Operations and Partnerships)
<b>Direct Report:</b>	Finance Manager
<b>Hours:</b>	3 days or 22.5 hours per week. Depending on experience, we will consider flexible arrangements including flexible hours, and potentially some home working beyond the current pandemic arrangements.
<b>Salary:</b>	£40,000 - 45,000 per annum (FTE)

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### Overall Purpose:

Tyndale House is a dynamic academic hub that specialises in the languages, history and cultural context of the Bible. We bring together outstanding Christian researchers from around the world with the aim of developing Bible literacy in the Church and beyond. We want to enable all those who read the Bible to understand and appreciate it more.

The role of Head of Finance is a newly created post designed to succeed an Honorary Treasurer who has overseen financial administration. The Head of Finance will report to the Leadership Team and supervise the Finance Manager.

This is envisaged as a part-time appointment involving an average weekly commitment of three full working days, recognising however:

- Full time commitment may be required at certain predictable times in the year, for example when annual accounts and budgets are being prepared – with a correspondingly reduced commitment at other times; and
- Some of the time commitment may be delivered remotely – from home or another office

The Head of Finance will be responsible for all aspects of financial management and will work with the Leadership Team to proactively identify fundraising needs and income generating opportunities. In addition, the postholder will be responsible for managing the organisation's financial administration and reporting, including managing a complex set of accounts.

The postholder will be an experienced finance professional willing and able to be hands on with a good eye for detail, as is necessary in a small organisation, alongside working strategically with the Leadership Team. He/she must be experienced in the management of accounts with multiple funding sources and have a strong knowledge of charitable accounting. He/she will be used to balancing numerous demands and deadlines, and be committed to ensuring the finance function works effectively across the charity.

Because of the need to work closely with the Leadership Team to develop the strategy of the charity, it is essential that the post-holder has a whole hearted commitment to the charitable objects of Tyndale House and consequently there is an occupational requirement for the post-holder to be an evangelical Christian who is committed to both the doctrinal position and ethos of Tyndale House.

## Principal Accountabilities:

### 1. Finance

- 1.1 Ensure that appropriate financial policies and procedures are in place and in line with best practise, legislative and regulatory requirements.
- 1.2 Control and administer efficient and effective finance activities compliant with organisational and statutory requirements.
- 1.3 Oversee records of all income, enabling accurate and timely financial reports for the LT as well as donors, particularly on the use of restricted income.
- 1.4 Liaise with the LT to ensure that all fundraising applications include accurate and up to date financial information.
- 1.5 Oversee the Finance Manager in the day-to-day financial activity relating to cash flow, grants, investments, and other transactions and ensure compliance with regard to VAT, PAYE and other items.
- 1.6 Provide accounting and other technical oversight to the Finance Manager.
- 1.7 Work with the LT to propose, maintain and update annual budgets.
- 1.8 Produce cash flow forecasts and quarterly management accounts and any other financial reports as required by the LT (this will involve reporting for the Business Committee and Board of Trustees).
- 1.9 Work with the auditors and Vice Principal for Operations and Partnerships in the production of the statutory accounts and Trustees' report.
- 1.10 Oversee restricted funds and ensure compliance with donor intent and spending permissions.
- 1.11 Act as a financial controller for building and other significant projects, including assisting the LT with costings, quotations and tendering.
- 1.12 Review financial processes and procedures and identify how to improve and make more efficient.
- 1.13 Work with the LT to support the organisation's objectives and strategic plans.
- 1.14 Ensure all legislation and best practice in finance is understood and implemented within the organisation.
- 1.15 Through effective communication and coaching, ensure that relevant staff are trained in and adhering to new policies and procedures, driving high performance that contributes to the organisation achieving its goals and encouraging positive behaviours in line with the organisation's values.

## **2. External Relationships**

- 2.1 Timely reporting to statutory bodies regarding the organisation's financial affairs (i.e. Charity Commission, Companies House etc).
- 2.2 Working closely with the Vice Principal for Operations and Partnerships, support financial negotiations with our suppliers particularly facilities and premises.
- 2.3 Oversight of relationships with external stakeholders (accountants, banks, lawyers, tax advisors) to access specialist knowledge and advice.

## **3. Other Duties**

- 3.1 Attend and report at LT meetings on a regular basis.
- 3.2 Line manage the Finance Manager and identify appropriate development opportunities for members of the Finance Team.
- 3.3 Assist with fire evacuation procedures and comply with health and safety requirements.
- 3.4 Keep up-to-date with all organisational policies and complying with their requirements.
- 3.5 Actively engage with appraisal processes and take responsibility for own training and professional development.
- 3.6 Able and willing to participate in areas of the wider working life of Tyndale House, including social occasions with residents and library readers.
- 3.7 Other duties that ensure the fulfilment of the role, as agreed with the line manager.

## **4. Key skills and experience**

- 4.1 Willing to promote and work according to the Christian ethos of Tyndale House and demonstrate a willingness to engage with the community life at Tyndale House
- 4.2 Fully qualified accountant.
- 4.3 Able to deal with confidential matters appropriately.
- 4.4 Experience of producing and managing budgets with diverse income streams and expenditure.
- 4.5 Creative thinker to help new thinking across the organisation.

- 4.6 Experience of developing and managing finance systems and of implementing financial policies, processes and controls.
- 4.7 Ability to lead on long-term financial planning and cost analysis that proactively contributes to the strategic direction of an organisation.
- 4.8 Demonstrable motivation and negotiation skills, able to build personal credibility and successful relationships at all levels.
- 4.9 Solutions-focused and willing to roll-up sleeves in a small team.
- 4.10 Adaptable to changing landscape and evolving organisation.
- 4.11 Excellent verbal and written communication skills.
- 4.12 Able to translate complex financial data and communicate clearly to a range of audiences.
- 4.13 Time manage self efficiently and effectively to balance conflicting demands and tight deadlines.

**Person Specification:**

Criteria	Essential	Desirable
Identity	The appointee will be a committed Christian with an active membership of a recognised church who is willing to affirm the Basis of Faith of Tyndale House and its ethos statement	
Skills / Abilities	<p>Strong working knowledge / experience with accounting systems</p> <p>Skilled with M/S Excel and financial modelling.</p> <p>Financial management across all aspects of a charity or comparable organisation</p> <p>Managing complex sets of accounts and specifically accounts with multiple funding sources.</p> <p>Setting annual budget forecasts, monitoring and reporting on these and delivering annual audit information.</p>	Experience with Quickbooks.
Experience and Knowledge	<p>Third-sector financial management including charity accounting, particularly restricted and unrestricted funding, audit experience and governance specific to the charity sector.</p> <p>Budgeting and reporting to Board.</p> <p>Management of accounts with multiple funding sources including both restricted and unrestricted sources.</p> <p>Management and reporting on complex financial models.</p> <p>Oversight of financial activity relating to cash flow, grants, investments, and other transactions.</p> <p>Technical knowledge and working experience with VAT and PAYE matters.</p> <p>GDPR and relevant financial compliance.</p>	
Qualifications, training and education	<p>Fully Qualified Accounting Qualification.</p> <p>Experience and understanding of financial practices and management of charities.</p>	

Criteria	Essential	Desirable
Other requirements	<p>Someone who understands the vision and mission of the charity and has a desire to contribute to its work.</p> <p>Approachable and supportive.</p> <p>Team-player who is focused on goals of the organisation and being part of its success.</p> <p>Creative thinker to help new thinking across the organisation.</p>	