

## Job Description

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| <b>Post</b>             | Head of Finance and IT                     |
| <b>Reports to</b>       | CEO  |
| <b>Hours per week</b>   | 35 hours per week                          |
| <b>Type of contract</b> | Permanent                                  |
| <b>Location</b>         | 1 Thorpe Close, London W10 5XL             |
| <b>Salary band</b>      | £65,000 to £70,000 depending on experience |

Westway Trust is a charity established by a local community campaign that won the stewardship of the 23 acres of space under the Westway flyover. Westway Trust works together with the local community to enable North Kensington to thrive. We dedicate ourselves to supporting this vibrant community to achieve social, environmental and economic wellbeing and justice.

Our highly committed board and leadership team is testament to our values as we strive for excellence in participatory community development. To deliver our ambitions we work with a whole range of stakeholders including around 70 member organisations.

The estate is home to more than three acres of public green space, 120 tenants including more than 20 charities and non-profit organisations, two sports and fitness facilities, 48 light industrial units, 34 offices, 32 shops, community stables and a skate park.

We want North Kensington to continue to be a place where everyone has the opportunity to be physically active; participate in arts and

### Job Purpose

This post is a senior role in the Trust's management team that will lead the finance function and provide strategic finance support across the range of activities undertaken by the organisation.

The post will suit a qualified accountant who is skilled in managing change and who can improve the way we prepare, report and use management information, whilst having regard to the special nature of our status as a registered charity. The Trust's current goal is to streamline our processes, reduce the volume of paper records and increase the use of digital archiving.

The post holder must demonstrate excellent business partnering capability and be able to work effectively at all levels in a small organisation, from junior managers through to executive directors.

### Principal accountabilities

The specification below outlines the principal accountabilities and expectations of this role. This is not intended to cover every responsibility since, by the nature of the role, the Head of Finance will be expected to take ownership of the areas of accountability below and to develop them in line with the needs of the Trust.

#### Financial management, forecasting and planning

1. Lead, manage and improve the Trust's finance function and provide accurate, timely and relevant financial reports, forecasts and other information throughout the organisation, including reports for Trustees and the Executive Team.
2. Together with a small team of two Finance Officers and a Financial Accountant, provide an excellent Business Partnering service to all budget managers, enabling them to make effective use of financial systems for monitoring income and expenditure, Board reporting, planning and decision-making.

3. In collaboration with the Associate Director Estates and other members of the Executive Team, prepare the financial components of robust property development and project viability proposals, including the development of fully costed proposals for submission to external funding bodies.
4. Lead the development and compilation of the associated operating and capital budgets and regular forecasts.
5. Prepare monthly management accounts and be responsible for the integrity of those accounts, the ledgers and VAT accounting.
6. Monitor cashflows and solvency.
7. Monitor grant making.

#### **Strategy and risk management**

8. Ensure a risk management process is operating effectively through the organisation for reporting as required.
9. Contribute to the development, analysis and review of the Trust's strategic plan and the reporting of performance.
10. Facilitate the identification and mitigation of corporate risk and collate summary reports.
11. Review and enhance the Trust's financial policies throughout the organisation. Ensure compliance with established financial controls.
12. Monitor compliance with procurement policies and develop and improve that policy and practice.

#### **Governance**

13. Prepare year-end financial accounts, including reserves accounting, and supporting audit schedules. Liaising with the Trust's external auditors as required.
14. In collaboration with the Head of Governance & HR, co-ordinate the preparation of submissions to and minutes of the quarterly Finance, Audit & Risk Committee and any submissions to the Board.

#### **IT and other**

15. Account manage the Trusts third party IT provider, ensuring cost effective and adequate levels of service. Act as the Trust's lead on data security, providing support to the Trust's nominated Data Controller as required.
16. Work positively at all times in accordance with the Trust's Equality and Diversity Policy.
17. Carry out any other duties as may be reasonably required.

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| <b>Person Specification</b> |
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#### **Essential qualifications, skills and abilities:**

1. Must hold a formally recognised professional accounting qualification.
2. Experience of charity accounting.
3. A successful track record of business partnering, including supporting and developing non-financial managers, and improving how they use financial information.

4. Excellent communication skills – both written and verbal. Able to diplomatically challenge budget holders, trustees and others.
5. Proactive, driven with a strong desire to make change and achieve excellent results for the Trust and the communities we serve.
6. Ability to contribute confidently to the leadership and management of the whole organisation, in line with the Trust's values and strategic plans.
7. Experience of successfully implementing enhanced reporting tools within financial software, including the ability to coach others.
8. An effective problem solver, with proven experience supporting colleagues in making decisions.
9. The ability to stay calm and focused during demanding or busy work situations.
10. Strong people management skills.
11. Practical knowledge of VAT including accounting for partial exemption relevant to charities.
12. Demonstrable understanding of, commitment to, and promotion of equality of opportunities, diversity and inclusion.
13. The ideal candidate will demonstrate the Trust's Values – Openness, Credibility, Reliability, and Responsibility – at all times in their work and behaviours.

**Desirable qualifications, skills and abilities:**

1. Experience of change management.
2. Experience of managing an outsourced IT provider and an organisation's IT function.
3. Competency in use of Access Dimensions, FocalPoint and other MS Office software packages.