



## Job Description

<b>Post</b>	Head of Finance
<b>Reports to</b>	CEO
<b>Responsible for</b>	Senior Finance Manager, Debt Recovery Consultant, Development Partnerships Lead
<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</b>	Up to £80,000 depending on experience

The Westway Trust is a unique charity that stewards the resources of 23 acres of space under the Westway A40. In 2019, a local community campaign ensured that the Board of the Trust is led by local people and the Westway Trust now works together with the local community to enable North Kensington to thrive.

In 2021 a new plan was created for the organisation. This plan set a new vision, mission and values and the Trust now has a clear transformation programme to achieve social, environmental, and economic wellbeing and justice. Our leadership team is testament to our values as we strive for excellence and to deliver our ambition, we work with a full range of stakeholders including around 80 Member Organisations. You can see the organisations plan at: [www.westway.org/about-us/horizon-plan/](http://www.westway.org/about-us/horizon-plan/)

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, 4 car parks, 34 offices, 32 shops, and an Olympic-registered skate park.

We already receive more than one million visitors each year to the estate, and we want to expand the community, cultural, retail, sporting, and enterprise opportunities here together with improvements to the public realm so that it is a place the tenants and community is proud of, and even more visitors can enjoy.

### Job purpose

This post is part of the Executive Team of the Trust. You will lead all aspects of the finance function to achieve the Trusts goals. You will also offer strategic finance support across the range of activities undertaken by the organisation.

The post will suit a qualified accountant with senior experience in embedding change and who can improve and streamline the finance function in all its aspects from systems, to reporting, to Audit.

You will have experience of working with a complex organisation and a registered charity.

You will work closely with your team and the full range of staff teams at the Trust to meet your goals.

### 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 this role, the Head of Finance will be expected to take ownership of the areas of accountability and develop them in line with the needs of the Trust.

- Lead, manage and improve the Trust's finance function and provide accurate, timely and relevant financial reports as required by the CEO, Executive Team and the Trust Board.
- Be the Executive Lead of the Finance Audit and Risk Committee, ensuring timely papers to the CEO and to the Committee and Board as required and liaising with the Head of Governance and HR as required.
- Ensure the provision and reporting of financial accounts, forecasting and large-scale project/programme budgets, estate development plans, and the associated reporting.
- Oversight of the legal and financial statutory processes in line with the Charity Commission and Companies House requirements, including the Annual Audit. Allocating tasks for timely responses and keeping all colleagues abreast of progress.
- Monitor, cash flow, reserves, analysis of performance against the organisation's annual business plan and dashboard as it relates to the finance function.
- Contribute to the overall leadership of the Trust and to the Trust's future strategic and operational planning. Support Executive Team colleagues as required on the delivery of cross-team initiatives
- With the CEO, play a role in the Trust's 'Wholly Owned Subsidiary,' ensuring the smooth running of the finance operation.
- Line management of the Senior Finance Manager, the Debt Recovery Consultant and the Development Partnerships Lead. Ensuring an excellent service to all budget managers, enabling them to make effective use of all systems and monitor and manage their income and expenditure.
- To attend the Executive Team meetings. To provide reports to Committees and for the Board of the Trust as requested.
- You will be responsible for upholding high standards in Equality, Diversity and Inclusion.
- Any other duties as may reasonably be required.

<b>Person specification</b>
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You will need to have the right blend and balance of strategic, communication, innovation and people skills. You must hold a formally recognised professional accounting qualification and have experience of Charity Accounting.

### **Essential Experience, Skills and Attributes**

- Significant and successful experience of operating as a Head of Finance, ideally in a charity setting.
- A track record of working collaboratively with a team to develop successful internal partnerships and achieve joint success against shared objectives.
- Experience of the finance function and all the associated processes, with strong attention to detail.
- Experience of implementing enhanced reporting tools within financial software, including the ability to coach others.
- Practical knowledge of VAT, including accounting of partial exemption relevant to charities.
- Experience of cost effective procurement in line with policy.
- Strong written and verbal communication skills, with the ability to give compelling presentations to a range of audiences.
- The ability to plan and prioritise workloads and work accurately to deadlines, staying calm and focused under pressure.
- The ability to be flexible and adaptable in response to developing priorities.
- The ability to contribute to practical solutions to complex issues.
- Experience of managing staff and supporting their development.
- Strong interpersonal skills for both workplace and external representation contexts, operating with enthusiasm, flexibility, energy and commitment and demonstrating credibility and gravitas
- A good level of IT proficiency.
- Demonstrable commitment to continuing professional development.

- Resilience, empathy, enthusiasm and determination to achieve results.
- Demonstrable understanding of commitment to, anti-racism and promotion of equality of opportunities, diversity and inclusion.

#### **Desirable Experience, Skills and Attributes**

- A good understanding of the local area.
- Experience of change management.
- Competency in use of Access Dimensions, Focal Point and other MS Office software packages.

#### **Values**

The ideal candidate will demonstrate the Trust's Values – Courage, Equity, Integrity, Openness and Sustainability – at all times in their work and behaviours.