

Raystede Centre for Animal Welfare



Job Description

Job Title:	Chief Finance & Central Services Officer
Responsible to:	Chief Executive Officer
Location:	Raystede main site (with hybrid working available)
Grade:	I

Background information

Raystede Centre for Animal Welfare, established in 1952, is a charity that aims to give animals a better life through rehoming, rehabilitation and sanctuary, and give people the support and knowledge they need to treat animals with care and respect. We care for more than 400 animals every day, including cats, horses, dogs, rabbits, hens and exotic birds. We help most of the animals find new homes but also provide life-long sanctuary for those animals that cannot be rehomed. Our beautiful 43 acre site is open for visitors to get a unique glimpse into a working animal welfare centre. Animals are at the heart of everything we do but we could not care for them without our expert and dedicated team of staff and volunteers. Surrounded by animals, lakes, trees and fields with a café, shops, parking and many other benefits, Raystede is an uplifting and rewarding place to work.

The Raystede Finance & Central Services team covers Finance, IT and insurance. This includes control of all the financial functions for the charity and subsidiary trading companies including accounting, payroll, investment management and external audit. The section manages all financial resources including the legal aspects of our land and assets, the ICT function and (working with the Head of People and Deputy CEO) this role makes a major contribution to the Health & Safety function and facilities strategy.

Main Purpose of the role

The Chief Finance & Central Services Officer leads the strategic direction, development and operational management of Finance, ensuring congruence with overall organisational vision and direction and that the charity's finance function is organised and efficient and produces accurate financial and management accounts. To support the CEO in the strategic leadership of the charity and work within the SLT supporting the development of Raystede's overall strategy and future plans. To provide leadership, oversight and management to the IT Manager and be accountable for ensuring effective service provision that meets business needs and security.

Key Tasks

- Business planning, analysis, modelling, forecasts and financial strategy.
- ICT strategy and budgets, including security of systems.
- Treasury management including working closely with investment partners.
- Financial control. Management accounts, year-end processes.
- Managing external audit.
- Managing and working closely with investment partners.
- Overall responsibility for payroll and pension administration.
- Manage the budget preparation and reforecasting process.
- Risk management, including financial and fraud risks.
- Health & Safety compliance (insurance and IT).
- Being part of the SLT.

Financial planning and strategy

- Lead the development of financial strategy, plans and forecasting, working closely with the CEO and senior colleagues.
- Provide professional finance and business advice, guidance and support to the CEO, and Heads of Department in order to ensure sustainable, accountable and effective financial management.
- Take lead responsibility for ensuring the development of risk management processes and reporting.
- Ensure the charity complies with company law, charity law, and regulatory requirements and advise and guide the Board of any legal and regulatory implications of the charity's strategic plan.
- With the CEO, support the Finance Committee, providing management information and advice and guidance to the Committee and to the Honorary Treasurer.
- Attend Board meetings and present proposals in relation to financial strategy, policies, investments and return.
- Play a key role in long term business planning using evaluation, insight and judgement in relation to complex information and concepts.
- Take a creative and dynamic approach to the strategic management of the charity's assets and resources.
- Provide sound strategic financial support and input to the CEO and other senior managers for the development of the charity and commercial operations.
- As a member of the Senior Leadership Team, contribute to the overall development, success and operational management of Raystede.

Operational financial management

- Manage a small Finance staff team and have control of the overall Finance function.
- Manage accounting processes and ensure that appropriate systems and internal controls are in place.
- Prepare management accounts for both the charity and commercial activities. Support and advise budget holders in matters relating to the financial management of their departments.
- Manage the annual budget process, including 5 year projections, to the agreed timetable. Produce forecasts and other projections as necessary through the year.
- Produce information for the preparation of the annual statutory accounts and liaise with the auditors on the year end accounts preparation and audit process
- Oversee the preparation of the monthly payroll, ensuring that it is accurate, and liaise with the payroll bureau on payment of salaries and PAYE/NIC.
- Manage liaison with the pension provider, submitting monthly returns and dealing with starters, leavers and those opting out.
- Oversee the preparation of quarterly VAT returns. Support the submission of monthly and other gift aid claims. Support the financial administration of legacy income.
- Manage the procurement function, including energy, insurance and other major items.
- Work with the Deputy CEO and Facilities Manager to manage the budget and create a long-term financial strategy for maintaining and developing our land and buildings.
- Liaise with Facilities Manager and Deputy CEO to improve the infrastructure on site in line with financial planning and compliance with Health & Safety legislation.
- Take a special interest in Health & Safety at Raystede in order to advise and to make sure our insurance is fully comprehensive.
- Work effectively to ensure that the Finance team is integrated with the rest of the organisation.

Technology

Overall control and responsibility for the ICT function:

- Line manage the ICT Manager.
- Work with the ICT Manager to develop an ICT strategy for the charity.
- Work with the ICT Manager to manage the ICT budget and control costs.
- Ensure the ICT Manager delivers good quality service to customers and internal departments.
- Lead on the ICT section of the Risk Register including cyber-security.

General

- At all times ensure and maintain a compassionate, professional and efficient public image for the charity
- Participate in supervision, appraisal, and learning and development and take personal responsibility for maintaining the knowledge and skills required for the role
- Take responsibility for ensuring own health and safety and that of others who may be affected by your acts and omissions. Report any health and safety risks to your manager.
- Work within the policy framework of Raystede Animal Centre and adhere to the terms laid out in the employee handbook

Key working relationships

Internal – Trustees including our Treasurer and Chair, Finance Committee, CEO, SLT, wider leadership group, all staff.

External – suppliers, payroll bureau, external auditors, insurance brokers, our bankers and investment managers. A wide range of suppliers and contractors.

Scope & Accountability

Decision making – recommending strategy (finance, ICT); recruitment of staff; authorising monthly payroll and payment of suppliers; recommending the annual budget; making recommendations on financial viability and sustainability of business development proposals. Authorising VAT returns and Gift Aid claims.

Act as a Duty Manager for the site within the rota. This includes occasional weekend working on site (approximately one weekend day per month) and taking responsibility for the operation of the site. Advising on health and safety compliance in regard to insurance.

Financial resources – can authorise up to £25,000 expenditure and release bank payments. Controlling, accounting and reporting on all income and expenditure (through the charity and subsidiary companies). Responsible for budgets covering Finance and IT. Cheque signatory. Advising Trustees, CEO and SLT on financial issues, management of investments and value for money.

Material resources – advice and input on higher value procurement.

Information and communication resources – records for external audit, annual returns and submissions to Charity Commission and Companies House. Data on accounting software. Responsible for ensuring that a record of assets is created and maintained.

People management – 2 staff in Finance; IT Manager, IT assistant and ad-hoc volunteers.

Legal, regulatory and compliance responsibility – ensure that Raystede complies with the legal framework for charity and company governance, financial accounting and other externally set standards. Health & Safety and facilities – insurance. Understand data protection compliance. Undertake risk assessments where necessary.

Person Specification

Post Title: Chief Finance & Central Services Officer

	Essential	Desirable
Education and Qualifications	• Full UK Driving Licence (6 points max) • CIMA, ACA or ACCA qualified • Current membership of the relevant financial professional body. • Substantial experience in similar managerial and leadership role	
Knowledge and Experience	• Experience of business planning and financial strategy. • Knowledge and experience of financial planning, control, governance reporting. • Understanding of risk management. • Experience of managing a finance team. • Excellent knowledge of financial management information and reporting systems. • Knowledge of insurance. • Relevant and current knowledge of Health & Safety and Wellbeing law and good practice.	• Knowledge of SORP. • Experience of Xero • Experience in an animal welfare environment. • Experience of working at a charity. • Experience of overseeing IT and cyber-security functions.
Key Skills and Abilities	• Able to take a strategic approach and to see the big picture. • Proven communication skills, written and oral. • Ability to work within a diverse team and build excellent working relationships. • Ability to manage complex workloads for self and others to business deadlines. • Excellent attention to detail. • Able to manage and work with specialist Managers and function leads.	• Project management skills.
Personal Attributes	• Personable and people oriented. • Proactive and self-motivated with the ability to think creatively. • Dedication, commitment and tenacity. • Empathy and understanding of the love for animals. • Change orientated approach to work. • Ability to make decisions when dealing with often constant and conflicting demands on time.	• Awareness of animal welfare issues
Other	• To have a flexible approach to working hours. • Availability of vehicle for work use and in possession of a current UK driving licence (6 points max).	

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	☒
Working with children/vulnerable adults	☐
Moving & handling operations	☐
Vocational driving, driving light goods vehicles, people carrying vehicles or forklift trucks	☐
Lone Working	☐
Shift work	☐
Night work	☐
Climbing/Working at height	☐
Working with hazardous substances, skin irritants, sensitisers, and/or with biological agents or chemical agents	☐
Working with dangerous machinery	☐
Exposure to noise and /or vibration	☐
Handling animal food	☐
Handling food	☐
Exposure to blood /body fluids	☐
Providing animal care	☐