



ROLE	Head of Finance
HOURS OF WORK	Full-time
SALARY	Circa £60K+ depending on experience
REPORTING TO	Chief Executive

About The Stable Family Home Trust

The Stable Family Home Trust is a registered charity that supports people with learning disabilities to live as independently as they can and participate within their communities as much as possible. We offer supported living and residential living homes, and day services that offer a wide range of activities and opportunities that support the development of skills, improve confidence and self-esteem, and enable our service users to live their best lives.

OUR MISSION STATEMENT

People are the foundation of our society and we believe that everyone has a role to play in its success, and our commitment is to support people with learning disabilities to be recognised for their contribution.

OUR VISION

Our vision is a world where people with a learning disability have the same rights as everyone else, have access to the same opportunities as everyone else and receive the support they need, in the way they need it, so that they can live happy, healthy, productive lives as independently as they can. We believe that every person who uses our services should be supported to achieve their ambitions in a way that celebrates their individuality and uniqueness.

Our person-centred approach is inclusive of all and gives our service users the skills and confidence to be ambitious and participate in new opportunities that broaden and enhance their lives. Our core values and shared objectives are rooted in our belief that every person we support is a valuable member of our society and are equal to everyone else within it.

OUR VALUES

- **Choice** – giving everyone the information they need to make good choices
- **Collaboration** – with our communities to increase participation and achievement
- **Respect** – an environment where everyone is seen, heard and valued
- **Safety** – safe services run by safe people in an environment where everyone is able to speak out without fear
- **Trust** – embracing accountability, honesty and openness at every level across the organisation

About the Role

To oversee the financial performance of the Trust and ensure that all financial processes are compliant with the financial control requirements of the Charity Commission. As part of the Senior Leadership Team (SLT) you will play a key role in achieving the strategic direction and sustainability of the Trust. You will have responsibility for all financial functions of the Trust.

A key element of this role is to Work with the Chief Executive and Board of Trustees on setting up a separate entity associated with the Trust E.g. Community Interest Company to manage our housing portfolio in the long-term.

Key Responsibilities

Financial Management:

1. Provide financial advice and support to the Chief Executive and the SLT to facilitate the efficient financial operations of the Trust, and support Managers to maintain day to day control of their budgets.
2. Ensure that accurate and detailed departmental budgets and forecasts are prepared on a timely basis for the Chief Executive and Board of Trustees with a robust justification and analysis of planned income and expenditure.
3. Assist the Chief Executive in the development and implementation of strategic plans and provide regular up to date progress reports for the Board of Trustees in collaboration with the SLT.
4. Coordinate the preparation of the year-end financial statements and audit, and be the main point of contact with the Trust's auditors.
5. Prepare the monthly management accounts and provide associated commentaries and any other financial analysis as required.
6. Plan and manage cash flow.
7. Manage all tax liabilities, including VAT, that the Trust is exposed to and ensure contingency plans are in place to reduce impact on cash flow.
8. Develop and maintain an appropriate investment policy and reserves policy, and implement all other required internal financial controls and policies.
9. Oversee the work of the Finance Manager and the finance team.
10. Work closely with the Chief Executive to manage all financial aspects of funding and project bids, and prepare associated business plans.
11. Oversee the distribution of restricted funds in partnership with the Chief Executive and Board of Trustees.
12. Periodically analyse the cost/benefit of all Trust activities and make recommendations where appropriate.

Governance & Compliance

1. Ensure that the Trust is fully compliant with all required financial controls and legal requirements as set out by The Charity Commission.
2. Ensure all Board and Finance meetings are properly informed with the correct information and that minutes of the meetings reflect the discussions and actions agreed accurately.
3. Ensure that the charity's governance documents are reviewed regularly and make recommendations for change where relevant to remain compliant with the law.

Administration

1. Work with the Chief Executive to review financial and other risks, existing and new, and identify ways to minimise the harm from these risks.
2. Ensure that all appropriate insurances are in place to protect the Trust.
3. Ensure that financial performance reporting updates are made available to Managers in a format that they understand.

Finance Team

1. Assume line management responsibilities for the Finance Manager and provide all relevant support to enable her to perform to the best of her ability in the role.
2. Provide advice and guidance to the Finance Assistant in the absence of the Finance Manager.

General Responsibilities

1. Follow all Trust policies and procedures, including those related to safeguarding, health and safety, confidentiality, equality, diversity and inclusion, and data protection.
2. Respect the right to privacy and the confidentiality of all people using our services, including their families and carers, as well as colleagues, volunteers and any other person involved in the work of the Trust.
3. Promote the work and values of the Trust in a positive and professional way.
4. Support fundraising events that generate income for the Trust - this may include occasional evenings and weekends.

PERSON SPECIFICATION

A - Application (used for shortlisting); I – Interview

Competencies

- **Collaboration:** Able to build positive working relationships with colleagues, families, professionals and partner teams.
- **Communication:** Able to communicate clearly with people using the service, families, colleagues and professionals.
- **IT Literacy:** Able to use email, Microsoft Office, Sage accounting and case management systems confidently.
- **Line Management:** Able to provide fair, consistent and supportive line management.
- **Proactive:** Self-motivated, reliable and able to use initiative.
- **Adaptability:** Able to respond positively to change and support others through it.

Essential Experience/Qualifications

Criteria	Evidence (A/I)
Accountancy qualification from a CAAB recognised body	A
Strategic and operational senior management experience in a financial role, including managing a finance function	A/I
Post qualification experience working in the commercial sector	A/I

Experience of wider resource management E.g. facilities, IT	A/I
Experience of managing and developing teams	I
Experience of working with multiple stakeholders	I

Essential Knowledge / Skills

Criteria	Evidence (A/I)
Clear communicator at all levels and with a wide range of audiences	I
Able to build strong relationships both internally and externally	I
Able to set and manage budgets	A/I

Other Information

inclusion to ensure the voices of our users and beneficiaries are represented across our organisation to impact on our strategic aims, vision and mission. We particularly welcome applications from people with disabilities, people of colour and people from different socio-economic and educational backgrounds.

Safer Recruitment: Safe recruitment is central to the safeguarding of our service users. As part of recruitment, we carry out a vetting and barring check through the Disclosure and Barring Service (DBS), for those successful at interview, but this does not necessarily exclude applicants with convictions. The DBS check for this role will be at **Standard** check level. Failure to declare any relevant information that is later provided by the DBS may result in any offer of employment being withdrawn.

Place of Work: You will be based predominately at The Stables in Bisterne, Ringwood, but will have a remit to work across all of the Trust's sites as required by the CEO, to support the business operations of the Trust.