

Role title: Head of Finance and Resources	Working hours: 4 days per week preferred although will consider full time or other working patterns for right candidate
Reporting to: Chief Executive	Salary: in the region of £49,192 to £54,930 FTE

Role Purpose

Effective financial management is central to our strategy and operating model. The Head of Finance and Resources will be crucial to managing our finances and resources whilst embedding a culture of financial efficiency and effective controls.

Reporting directly to the CEO, and working with the Finance and General Purposes Committee, the Head of Finance and Resources will lead on financial and resourcing matters and will be expected to provide critical financial information, insightful analysis and timely reporting to facilitate the development of the organisation.

The role oversees a close-knit team of three part time members of staff. The post holder will therefore have a degree of autonomy but will be expected to ensure operational tasks are completed whilst contributing to the wider development of the organisation.

The role's main functions are to:

- Ensure the efficient and effective financial planning and management of UKCISA's resources
- Support the effective functioning of the Finance & General Purposes Committee and Board of Trustees
- Contribute to the development and implementation of UKCISA policy and strategy

Core Responsibilities

Strategy and Governance

- As a member of UKCISA's Senior Management Team, play a key role in organisational and strategic planning
- To support the work of the Board and, as Secretary to the Finance & General Purposes Committee, provide the Committee with the relevant papers, information and guidance in carrying out its responsibilities
- To act as Company Secretary and ensure compliance with legal requirements and good practice
- To be able to advise SMT, Board and Committees on relevant developments that could impact the organisation

Finance

- To supervise and co-ordinate the work of the finance team ensuring operational tasks are completed and any risks addressed
- To monitor and develop financial processes, systems and reporting ensuring they are efficient, effective and fit for purpose
- To be the go-to person for financial queries or advice and be able to produce financial reports and analysis
- To prepare and monitor the annual budget, mid year budget review and other financial forecasts
- To produce timely monthly management accounts and address or escalate any issues
- To produce the annual statutory accounts and lead on all matters arising in connection with the annual audit
- To be responsible for all taxation and financial affairs of the organisation
- To advise on longer term financial strategy including reserve policy, income generation and cost efficiency

- To ensure financial systems interface effectively with the CRM system

Human Resources

- To work with our outsourced HR agency to develop our HR policies and advise on staff related matters and procedures
- To advise on all salary, payroll and associated matters
- To implement and manage HR systems, including maintenance of personnel records for all staff and the administration and processing of all payroll matters
- To advise on recruitment and other operational HR matters

Operations

- To oversee the work of the Office Administrator in the effective management of UKCISA's premises, facilities, equipment and IT capabilities
- To ensure the organisation complies with Health & Safety procedures and best practice
- To manage the relationship with key outsourced service providers including IT contractors
- Lead on procurement and review of outsourced service providers

Other Duties:

- To undertake other tasks and duties as may reasonably be required
- To represent UKCISA in external meetings as required
- To be able to ensure data compliance of the Finance and Resources function and be able to advise in other areas

Essential Criteria

- Recognised accounting qualification with evidence of CPD
- Experience of delivering high quality management accounts and participating in the processes leading up to their production
- Understanding of the key financial functions within a charity (preferably in a membership organization)
- Working with a mainstream CRM system (preferably Microsoft Dynamics)
- Experience of implementing systems and financial processes to achieve efficiencies
- Experience of participating in the audit process and producing statutory accounts
- Experience of overseeing non-finance areas such as IT, HR and office management
- Experience of working with and presenting to Committees and Boards as well as an understanding of effective governance
- Highly numerate and analytical mindset to be able to interpret financial information and carry out rigorous analysis
- Comfortable with technology and how this can be used to improve financial and operational processes and systems

Desirable Criteria

- Knowledge of charity finance/accounting (SORP FRS 102) and the relevant issues impacting the sector
- Experience of working within a non for profit or social enterprise organization (preferably a membership organization)
- Interest in and understanding of the education sector (particularly in the international student context)
- Understanding of employment law and HR best practices
- Understanding of GDPR and data compliance best practice
- Working knowledge of Xero and MS Dynamics
- Experience of carrying out effective risk management

About UKCISA

The UK Council for International Student Affairs provides membership services including advice, training and policy guidance to nearly 500 members and direct support services to thousands of international students each year. Our diverse membership includes every public university in the UK, many private universities and further education colleges, independent schools and students' unions. We also have a number of corporate members working in immigration law and education services.

Our portfolio of services are provided by a team of 20 staff members, based in our London offices. We offer a flexible working style and a range of benefits including a generous pension contribution. Further information about us and the services we provide can be found by visiting our website - <https://www.ukcisa.org.uk>

How to Apply

To apply, please submit an up-to-date CV and covering letter (two pages max) to Recruitment@ukcisa.org.uk. In the covering letter please explain how your experience is relevant to this role and how you meet the person specification.

Please note that we will be unable to consider applications which are received after the closing date.

Application queries, including reasonable adjustment requests, can be made by emailing Recruitment@ukcisa.org.uk for urgent queries please contact us on 020 7288 4330.