

Job Title:	Head of Finance
Hours and type of contract:	Permanent – Full time or part time
Reporting to:	Operations & Impact Director
Location:	Flexible: hybrid, home or in our East Sussex office
Introduction to National Numeracy:	<p>We are on a mission to empower children and adults in the UK to get on with numbers so they can fulfil their potential at work, home and school. Our work improves how people understand and work with numbers in everyday life, sparking better opportunities and brighter futures.</p> <p>The issue: Numeracy levels in the UK are significantly below the average for developed countries: nearly half the working age population (49%) has the expected numeracy level of a primary school child. And it costs the UK economy a staggering £25 billion a year.</p> <p>Enabling social mobility: Basic number skills and confidence provide a gateway to financial inclusion, wellbeing and employment prospects. Without number confidence and skills, people are locked out of many life opportunities. And it's a problem handed from one generation to the next.</p> <p>Enabling a fairer society: Poor numeracy blights lives and livelihoods. People with low numeracy earn less, and it contributes to pervasive problems from unemployment to poor health and debt.</p> <p>Our diversity: National Numeracy is an equal opportunities employer, and all applicants are treated equally and fairly throughout the recruitment and selection process. We actively promote equality, diversity and inclusion. We hire on the basis of skills and experience of candidates, irrespective of age, disability (including hidden disabilities), race, religion or belief, gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, or sexual orientation.</p>
Introduction to the role:	<p>We are looking for someone to lead on all aspects of Finance. You will work closely with the Operations & Impact Director to provide a stable and yet flexible finance function to support a national charity at an exciting time of growth and development.</p> <p>Working with teams across the organisation, this role is critical to maximising our impact through excellent financial management. You will need to communicate with all levels to promote understanding of the finances of the charity, including presenting information to trustees, as well as joining the leadership group in contributing to forward planning and strategy.</p> <p>We are looking for someone who is flexible, a self-starter and able to use their own initiative. It's not imperative that you come from the charity sector or that you have held an equivalent role previously, as long as you can show us that you have relevant transferable skills and an understanding of what it takes to be successful in this role, including an understanding of charity finance structures.</p> <p>National Numeracy is based in East Sussex, but we are offering significant remote/hybrid and flexible working with this role. If you are not office based, then the expectation is that you will be in the office at least occasionally when the work requires it. The role may include occasional travel to London and beyond.</p>

<p>Overview of Main Duties:</p>	<ul style="list-style-type: none"> • Take charge of all day-to-day financial aspects of the charity and the subsidiary company, working with the Leadership Group to ensure financial plans are built to reflect current strategic priorities. • Oversee all day-to-day transactional processing in Sage 50c Accounts and online banking, with support, including all sales and purchase invoices, credit/debit card and pre-paid expenses cards transactions, nominal and bank reconciliations etc. • Be an active member of Operational Planning meetings, and work with the project managers and leadership group to create, manage and report against budgets on a regular basis. • Prepare all financial reports including consolidated monthly management accounts and reports for Trustees, reporting against targets, preparing annual budgets, regularly updating forecasts and ad hoc financial modelling and scenario planning as required, working alongside the Leadership Group. • Support the wider team in preparing bids and costings for new opportunities that arise, including grant applications, commercial contracts and strategic supporter agreements, and be the first point of contact for external due diligence enquiries. • Monitor active funding opportunities and update records when funding is secured to ensure accurate reporting against targets and reconciliation to monthly management accounts. • Prepare Group VAT returns, including partial exemption calculations. • Manage relationships with the payroll and pension providers. • Lead on preparation of annual accounts and communications with the audit team. • Establish, manage and maintain appropriate administration processes and control systems, and communicate them to the wider team.
<p>Essential Skills/Experience</p>	<ul style="list-style-type: none"> • Extensive accounting experience. • Excellent experience of accounting software, ideally Sage 50c Accounts, with remote data access. • Strong communication skills and the ability to build effective relationships across the organisation and with external stakeholders. • Accountancy qualification, or qualification by experience. • Excellent experience in Excel and Word, and willingness to get to grips with a range of other software tools and packages, including CRM and project management tools. • The ability to prioritise and manage a varied workload. • The ability to support colleagues across the team in understanding, and fulfilling, tasks and operations which feed into the finance system. • Attention to detail. • Highly organised and flexible in your approach. • Able to work both independently and as part of a team. • Able to identify with what we do as a charity and why it's important.
<p>Desired skills/experience</p>	<ul style="list-style-type: none"> • Experience of systems and processes reviews, to create and continually review highly efficient ways of working. • Charity accounting experience, including partial exemption VAT calculations. • Company secretarial experience
<p>The Details:</p>	<p>We are offering:</p> <ul style="list-style-type: none"> • Competitive salary of £45,000 per annum (or part time equivalent) • 37.5 hours a week (or part time equivalent) • 33 days' holiday a year, including bank holidays (or part time equivalent) • A full induction and a supportive approach to career development • Company pension scheme

	<ul style="list-style-type: none">• Flexible approach to office/hybrid/home working• Multiple staff social opportunities• Equality, Diversity and Inclusion strategic plan <p>National Numeracy offers a supportive, friendly culture with a focus on wellbeing and collaboration. We take life-long learning seriously and support our staff to develop their skills and knowledge.</p> <p>We offer a flexible approach to office/hybrid/home working and welcome applications from candidates interested in office, hybrid or predominantly home working options.</p> <p>National Numeracy is an equal opportunities employer, and all applicants are treated equally and fairly throughout the recruitment and selection process.</p>
How to apply	<p>In the first instance, please submit a CV with covering letter of no more than two pages to Clair Berry at Clair@accountancyrecruit.com by 9am on Monday 18th July 2022. Interviews may take place on a rolling basis.</p> <p>Please include in your covering letter an outline of your suitability for the role with reference to the essential skills and experience criteria. Applications without a cover letter will not be accepted.</p> <p>* This job description doesn't constitute a promise or guarantee of employment. National Numeracy reserve the right to make changes to this job description.</p> <p>** National Numeracy reserves the right to change the deadline for applications or to close the application window if a suitable candidate is found.</p> <p>*** National Numeracy cannot offer visa sponsorship for this opportunity. Please do not apply unless you can demonstrate eligibility to work in the UK.</p>