



JOB DESCRIPTION

Job Title: Head of Finance and Governance

Responsible to: Director, Chair and Treasurer of the Management Committee

Key objectives

- Lead and deliver the finance and governance management functions at Minik Kardes Ltd.
- Establish and maintain smooth financial processes for the organisation.
- Ensure that Minik Kardes is legally compliant and has sound governance.

Main responsibilities

Finance and governance

- To report to the Director, Management Committee in the areas of finance, governance, and risk management, including the preparation of meeting papers
- To ensure all Minik Kardes's financial affairs are maintained and managed in a timely and accurate manner in accordance with current good practice.
- To undertake all aspects of financial management and control, including budgeting, reporting, and producing management and statutory accounts in accordance with legal requirements
- To act as Company Secretary and Trust Secretary
- To be responsible for liaising with auditors, bankers, insurers, legal advisers, HM Revenue & Customs, Charity Commission and Companies House and any others as appropriate
- To produce the monthly payroll on sage
- To undertake financial processing (accounts received and accounts payable) using SAGE.
- To handle correspondence with Minik Kardes Trustees and funders on constitutional, legal, and financial matters
- To support the finance administrator and oversee the maintenance of the centre's systems and reconciliations and for the validation of associated bank account statements.

Legal Issues and operational effectiveness

- To manage all legal issues relating to Minik Kardes and their premises, including dealing with licensees, statutory bodies, data protection, and health and safety regulations.
- To oversee contracted services and review the efficiency and cost-effectiveness of Minik Kardes's operations, including IT systems.

Human resources

- To line manage the 2 administrators and support in the children's centres daily financial functions.

Relationships

- To report to the Director
- To work closely with the Chairs of the Management Committee and the Treasurer
- To provide general financial leadership and development within the team.

Confidentiality

- The nature of the job requires a high degree of initiative, confidentiality, tact, and discretion when giving or receiving information, which could be confidential.

Safeguarding

- Safeguarding is paramount and it's the responsibility of all staff whether client facing or office base to understand the importance and be vigilant in reporting any concerns around potential safeguarding issues. As an Early years charity, safeguarding is engrained in all of our working practices.

Minik Kardes senior management work to the needs of the organisation, the head of finance and governance would be expected to carry out other duties appropriate to the post as and when required.

Person specification

Qualifications	essential	Desirable
Postgraduate or professional qualification in accountancy	X	
Experience		
Several years' experience of working in financial roles, ideally in the voluntary sector, including the production of financial statements	X	
Exposure to, and involvement with, a range of governance issues, ideally including servicing Board/governance committees and drafting policies and contracts	X	
Direct hands-on experience of SAGE (or similar) financial system, particularly within a small organisation	X	
Solid experience of producing statutory accounts and working with auditors	X	
Experience of line management		X
Experience of fundraising, in supporting grant applications and Commissioners with financial information		X
Knowledge		
High degree of computer literacy, including SAGE (or similar)	X	
Sound knowledge of charity law and voluntary sector regulations		X
Knowledge of voluntary sector impact monitoring and reporting		X
Skills		
Excellent written and oral communications skills, including ability to present financial information to non-finance audiences	X	
Excellent interpersonal skills	X	
Demonstrable project-management skills		X
Strategic planning and Board development		x
Personal attributes		
Highly motivated and goal-orientated, with a keen eye for detail	X	
Ability to act with discretion and sensitivity in dealing with confidential matters	X	
Ability to prioritise, multi-task and work under pressure	X	
Ability to work successfully alone and as part of a team	X	
Empathy with the vision and values Minik Kardes	X	
Willingness to work occasional evenings and weekends with resultant time off in lieu	x	