



Head of Finance and Property

JOB DESCRIPTION

Job Title:	Head of Finance and Property
Salary and Benefits:	£45,591 Benefits include: <ul style="list-style-type: none">• Generous annual leave allowance• Paid sick leave• Enhanced family-friendly leave• Compassionate and emergency leave• Pension scheme• Life insurance policy• Employment Assistance Program• Access to vouchers and discounts• Monthly wellbeing allowance
Department:	Finance
Reports to:	CEO with close contact with the Senior Leadership Team
Line management:	Management Accountant
Location	Office based in Cowley, Oxford (some home working possible)
Hours	37.5 hours per week

Job Purpose

This is an excellent opportunity for a values-driven finance professional with solid experience in management, team leadership, and change management to join an organisation with an unwavering commitment to delivering life-changing outcomes for and with young people.

The Head of Finance and Property has primary responsibility for the planning, implementation, managing, and running of all the financial activities of Oxfordshire Youth. The Head of Finance and Property will help the business manage, understand and address organisational risks, monitor the financial health of the charity, and support the charity to achieve strategic financial growth. They will review and implement a strategy for building assets through property acquisition. They will lead risk management for Oxfordshire Youth.

The Head of Finance and Property will have the opportunity to significantly impact a dynamic and challenging environment by being a specialist in your area and an active member of our Senior Leadership Team - a skilled, passionate, and progressive collective and group of individuals.

Key Responsibilities and Main Duties

Financial Management

- Ensure that all routine financial tasks are completed accurately and effectively, including reconciliations, payments and payroll
- Monitor, manage and report on monthly cash flow, including liaison with individual budget holders
- To monitor the financial health of the charity, creating monthly management accounts including P&L, balance sheets and budget reports
- Regular reporting to the SLT and to the Finance, Audit, and Risk (FAR) Committee. Working closely with the Treasurer as the lead staff member at FAR ensuring that financial risks and opportunities are highlighted.
- To monitor the spending on a monthly basis versus each tracked or restricted fund
- To embed and champion the use of robust financial processes and procedures for bookkeeping, record keeping, month-end, expense claims, procurement, payroll and income generation, building skills internally as needed.
- To lead on annual statutory accounts, the annual audit, and filing obligations with the Charity Commission.
- Undertake the month end process on timely basis.
- Review all expenditure (petty cash cards, expenses, systems etc.) to ensure reasonable use
- Manage Xero, the general ledger system. Ensure it is configured to accurately report on key performance indicators
- Line management of the Finance Management Accountant

Financial Planning

- To lead on financial planning and annual budget setting. Provide high-quality monthly reports on budget progress, supporting individual staff members with their budgets as needed
- Lead on regular financial forecasts during the year to ensure budget target is met
- Forecast cash flow on a rolling three-month basis. Manage cash payments to meet cash flow targets. Advise SLT of remedial action if actual cash flow is worse than budget
- Work closely with the fundraising team on proposals for new funds. Review all funded proposals made to third parties to ensure costing is accurate, consistent and recovers the budgeted element of overhead costs
- To help deliver organisation's financial strategy. Increase assets and reserves, diversify income and support gradual sustainable growth.
- To be an active member of the SLT. Attend meetings, support decision-making, contribute to the implementation of OY's strategy and participate in OY SLT events as required

Property Management

- To lead on managing the property portfolio (youth/community/office space) in Oxford City and Banbury, ensuring spaces are fit for purpose, well maintained and used effectively
- To secure a long-term city-based youth/community/office space for Oxfordshire Youth
- Work with the CEO on property acquisition as part of OY strategic development (asset building)

Risk Management

- To chair the Risk and Compliance meeting for the business
- To lead on the risk register updates and reporting to the board
- To lead on audit

Our Culture

Everyone at Oxfordshire Youth agrees to:

- Have an unwavering commitment to Oxfordshire Youth's vision, mission and values
- Attend meetings reliably and participate fully, including being an active listener
- Ensure that all work is carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures

- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team
- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

Safeguarding

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

This job description is subject to amendment following discussion with the post holder.

What we are looking for

- Qualified accountant, with a recognised accounting qualification (ideally ACA, CIMA, or equivalent).
- Experience in a senior financial management role within the not-for-profit sector.
- Excellent leadership skills. You will be a credible, creative, and inspiring leader - ideally with experience of building consensus, influencing positive change and developing teams.
- Outstanding communication, reporting and interpersonal skills, with the ability to build strong relationships with internal and external stakeholders.
- Proven experience in people leadership and management, with a track record of developing high-performing teams.
- Strong financial management and analytical skills, with the ability to provide clear strategic financial advice and analysis to senior management and the Board.
- Excellent presentation skills both written and verbal, and able to communicate with people at all levels across the charity and develop effective relationships at all levels.
- Experience in managing change and supporting organisational development, and implementing new financial systems and processes.
- Expertise in financial regulations, compliance, and risk management in the Third Sector.

- Experience of working with and being accountable to a Board of Trustees.
- IT skills including Excel, Word, PowerPoint, Google Suite and CRM systems
- A flexible approach to work, including a willingness to take on tasks outside the usual remit and to work irregular hours
- The ability to solve problems and think creatively
- An unwavering commitment to Oxfordshire Youth's vision, mission and values
- Integrity and discretion when dealing with sensitive information
- A commitment to treating people equally, being aware of unconscious bias, and working proactively and openly to challenge it within your own and within other's practice
- A positive, enthusiastic, and can-do approach that demonstrates the attributes of a growth mindset
- Accountability for the quality of your work and responsibility for maintaining and improving your knowledge and skills

Closing date for applications: 19th of October

Applications will be reviewed and interviews held as they are received, so please submit your application as soon as possible.

To apply, please send a copy of your CV accompanied by a completed application form to our [recruitment team](#).

Alternatively, [visit our website](#) or [email](#) us for more information.