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**Job Description**

**Job title:** Head of Finance

**Reporting to:** Chief Executive

**Contract:** Permanent

# Location: 48-52 Allcock Street, Birmingham B9 4DY

**Hours:** 37.5

**Salary:** £43,321-£50,680 per annum

**Date last updated:** October 2024

**Benefits**:

Progressive career development opportunities and training, 28 days holiday with length of service increments, contributory ethical pension scheme, flexible working options, enhanced staff wellbeing package, invitation to join Employee Voice group and EDI (Equality, Diversity, and Inclusion) group, central location for transport links.

We welcome applications from all sections of the community and are looking to create an inclusive working environment with a diverse workplace. We particularly welcome applications from people who have lived experience of homelessness.

**Who are we?**

We are SIFA Fireside, the support service for any adult in Birmingham that faces homelessness. For 40 years we have supported Birmingham’s most vulnerable people through Homelessness Intervention, Prevention and Recovery services.

**Overall purpose of job:**

This post forms part of SIFA Fireside’s Senior Leadership Team, contributing to the strategic development of the organisation. The Head of Finance plays a key leadership role in the oversight and delivery of the finance, IT and grant management functions at SIFA Fireside. An integral part of this role is to ensure that SIFA Fireside’s values of courageous, dynamic, inclusive and supportive are visible in all that we do.

The postholder is accountable for developing and maintaining fit for purpose infrastructure to support the charity, in particular the appropriate deployment of finance, IT and grant management systems and resources to enable the efficiency and agility of the organisation.

**Key tasks**

1. Contribute to the development and delivery of the organisational strategy, reporting back to the board of Trustees on key achievements.
2. Provide strategic and operational leadership across finance, IT and grant management, ensuring effective day to day delivery.
3. Review, monitor and evaluate performance of finance, IT and grant management.
4. Prepare the annual statutory financial accounts and work closely with external auditors.
5. Drive the continued modernisation of the infrastructure, systems, policies and procedures across SIFA Fireside particularly to ensure the development of a robust finance system to enable the CEO and Board to make informed financial decisions.
6. Ensure effective insurance, payroll, pension and other benefit arrangements are in place and correctly administered to provide best value for the Charity and employees.
7. To develop the annual revenue and expenditure budget and present to the Board for approval
8. Forecast expenditure, manage reserves and approve unplanned spend
9. Maintain up to date cashflow and manage cash investments
10. Maintain up to date knowledge of legislation and best practice surrounding the finance, IT and grant management.
11. To liaise with budget holders to ensure that all financial targets are met and financial and statutory compliance achieved
12. To assist with the writing of high quality, funding bids to a range of funders including grant giving trusts and foundations.
13. Ensure that there are effective monitoring and evaluation systems in place to monitor the trusts and grants pipeline, and to provide grant funders and the board with timely, accurate reporting information.
14. To work with the Senior Leadership and Fundraising teams to research new grant making trusts and identify opportunities for funding.
15. Develop and maintain productive and trusting relationships with stakeholders, and trustees of grant making bodies.
16. To oversee the administrative function of the organisation, including all leases, contracts and other financial commitments
17. Lead on IT resourcing and strategy including oversight of outsourced IT support provision
18. Lead by example in building the confidence, motivation and commitment of staff and volunteers.

**Managerial:**

1. Provide line management and leadership of staff and volunteers across the finance, IT and grant management.
2. To ensure the implementation of SIFA Fireside’s policies and procedures are applied including health and safety and equal opportunities.
3. Work with the leadership team to investigate and respond to complaints and serious incidents and ensure the identification, sharing and implementation of any lessons learned as appropriate.
4. Be visible, accessible and demonstrate leadership to all staff and volunteers offering advice, guidance and support as necessary to help them fulfil their roles.
5. Deputise for other senior staff when required and carry out other tasks as delegated by the Chief Executive.
6. Contribute to the ethos of continuous improvement at SIFA Fireside.
7. Lead on the development of policies and procedures relevant to finance, IT and grant management.

**Working conditions:**

1. The working week consists of 37.5 hours with the option of flexible working
2. Further employment information is contained in the Staff Handbook.
3. The Head of Finance will be based at 48-52 Allcock Street, Digbeth, Birmingham B9 4DY.
4. There may at times be a requirement to travel as part of the role and reasonable travel expenses will be paid.
5. All senior leadership roles are required to work outside of office hours, this may include occasional evenings, weekends and bank holidays.

**Our Values:**

Supportive, Inclusive, Dynamic and Courageous: these are our values and our staff and volunteer team live them each and every day. SIFA fireside exists to stand beside our clients while they rebuild their lives in safety and with dignity. If you share our enthusiasm for a future without homelessness, then we want to hear from you.

SIFA Fireside is committed to ensuring its staff team is reflective of the community we support. We strive to address diversification through new initiatives such as our Employee Voice working group and we have committed to provide Unconscious Bias and Equality, Diversity and Inclusivity training to all staff.