### Job Description and Person Specification: GFS Head of Finance and Support Services

#### Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Head of Finance and Support Services</th>
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<tbody>
<tr>
<td>Location:</td>
<td>GFS Head Office, London, EC1V 2PT</td>
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<td>Reporting To:</td>
<td>CEO</td>
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<td>Responsible For:</td>
<td>Finance and Support Services Team</td>
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<tr>
<td>Salary:</td>
<td>£45,000 - £50,000 per annum pro rata</td>
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<td>Hours:</td>
<td>Part time 17.5 hours a week</td>
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<td>Holidays:</td>
<td>25 days per annum pro rata</td>
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<td>Contract:</td>
<td>Permanent</td>
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#### About Girls Friendly Society

Established in 1875, Girls Friendly Society (GFS) is one of the oldest UK registered charities working to support girls and young women.

Our staff of 20 and national network of more than 160 volunteers deliver a variety of activities, services and support to girls and young women in a safe, single gender, non-judgmental environment throughout England and Wales.

We support girls and young women through the difficult transitions from childhood to adolescence to young adulthood by providing opportunities for them to have fun, make friends and develop their confidence, self-esteem, emotional wellbeing and resilience to enable them to fulfil their potential and live as independent women.

We deliver a gender-specific, preventative programme for girls and young women aged 5-25, delivered by trained volunteers designed to:

- build confidence, self-esteem, wellbeing and resilience
- provide a supportive space to have fun and make friends
- develop healthy life coping and decision-making skills

We provide guidance, advice and information about a number of topics, issues and themes including friendship, healthy living, positive relationships, happiness and independent living. We also support and promote campaigns addressing issues affecting girls and young women such as sexualisation, abusive relationships, discrimination and the lack of equality in the workplace and everyday sexism.

Further information about GFS can be found at [www.girlsfriendlysociety.org.uk](http://www.girlsfriendlysociety.org.uk).

#### About the job

This is a leadership role where volunteering is a priority for the organisation and this role leads on, plans and manages the finance and Support services to support the other departments of the charity, including all areas of finance, office management, IT etc. The role reports into the CEO. We encourage a supportive and collaborative work environment.

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Head of Finance and Support Services March 2020
Areas of Responsibility

Annual
- Manage the preparation of the annual budget and support departments to develop and own their numbers
- Prepare the statutory accounts and supporting material for the year-end audit in accordance with current legislation
- Agree timescales and manage the external audit for GFS including liaison with the auditors and treasurer
- Deliver the presentation of the annual budget to the Finance and Audit Committee and Board
- Submit audited accounts/returns to the relevant authorities on time
- Prepare P11D’s for taxable benefits to HMRC
- Lead and manage an annual review of insurance
- Lead and manage an annual review of appropriateness and fit-for-purpose of IT systems
- Carry out an annual audit of policies
- Carry out an annual/biennial review of all contractors/service providers
- Carry out annual appraisals for the team that report into you
- Carry out an annual review of our investments with the Investment Committee and Treasurer

Monthly
- Provide accurate and timely monthly departmental management accounts
- Provide management accounts and variance report for the CEO and Board
- Oversee/assure the reconciliation of cash at bank, accounts payable, investment revenue receivable
- Provide cash flow and forecast reports
- Prepare financial monitoring returns for others as required
- Liaise with and support the fundraising team with budgets for applications
- Oversee the finance coordinator’s administration of debtors, creditors, salaries and pensions, and other finance-related duties, providing direction and ongoing training as necessary
- Produce accounts to trial balance
- Make timely payment of monthly PAYE to HMRC
- Ensure that all statutory returns are completed and submitted to HMRC
- Manage line management monthly reviews with the team

General
- Manage the Charity Commission and Companies House portals
- Attend all quarterly trustee meetings and report on finance, audit and investments
- Undertake the management and control of GFS’s day-to-day cash position
- Monitor, analyse, interpret, forecast, challenge and query financial data on a monthly basis
- Ensure that the financial systems and controls throughout GFS are appropriate, operating effectively and reviewed on a regular basis
- Ensure that all relevant financial policies and procedures are regularly reviewed, in place and documented
- Develop systems as necessary to include updating or replacing accounting systems and meet any legislative requirements
- Identify most appropriate systems for the charity, starting with the accounting package move from QuickBooks to a more auditable accounting system e.g. Xero or Sage
- Support all trustee committees
- Undertake training and attend meetings as required as part of the role
- Comply with GFS policies and procedures, and uphold any changes to these
- Undertake any other reasonable duties as and when requested
- Provide a role model to junior staff and collaborative partner to all work colleagues

Head of Finance and Support Services March 2020
Person Specification

Key Competencies
- Demonstrate knowledge of and experience in accounting, financial monitoring and reporting systems
- Understanding of charity finance, accounting for investments and key areas of regulatory compliance
- Preparation of budgets, management accounts and cash flows
- Demonstrable experience of improvement projects around finance, IT, process

Key skills and abilities
- A recognisable accountancy qualification and/or degree in charity finance management
- Excellent IT skills but also a keen interest in developing more
- Experience of working under pressure and to deadlines
- Ability to work flexibly and take on additional tasks when required
- Commitment to and enthusiasm for the aims of the organisation
- Commitment to promoting equal opportunities and diversity in the workplace
- Experience of working in a UK-based charitable organisation
- Good communication skills