

Job description and person specification

Job Title:	Director of Finance and Operations (0.5 FTE)
Department:	Finance
Reports To:	Chief Executive
Direct Reports:	1 direct report
Location:	Hatfield, but with potential for a blended working pattern, with a combination of office-based work and home working, subject to discussion with appointee.
Date:	October 2020
Salary:	£40,000-45,000 pro rata

Job purpose

As the Director of Finance & Operations at the ASE, you will join the organisation at an exciting time as we broaden our programme of online activities and enter our next three year strategy. You will take a key role in advising the Chief Executive and Trustee board on strategic financial issues, ensuring that the charity's finance and office management systems support the efficient and effective delivery of our Mission to promote excellence in science teaching and learning.

Main duties and activities

Finance

- Support the CEO with the financial management of the charity.
- Prepare statutory annual accounts for the ASE and its publishing subsidiary, Millgate House Education, working with external auditors to manage the audit of end-of-year accounts and ensure these are submitted on time to the Charity Commission, OSCR and Companies House.
- Produce monthly management accounts, ensuring systems are in place to support monitoring and managing of income and expenditure against specific projects and activities.
- Work alongside the Chief Executive and other team members to prepare the annual budget and forecasts.
- Ensure the efficient and accurate management of the charity's payroll function (currently outsourced).
- Line-manage the Head of Finance, overseeing financial administration and bookkeeping processes.
- Ensure accurate records are maintained and payments submitted in accordance with external legal and tax requirements.

- Contribute to the development of budgets and pricing models for earned income activity and provide financial information to support funding bids and proposals.
- Work alongside the CEO and other colleagues to inform decisions around procurement, for example of future IT systems.
- Work with colleagues to ensure that income generation processes are effectively integrated with finance systems.
- Liaise with the charity's bankers, auditors, insurance brokers, pensions advisors and other stakeholders and organisations as appropriate.

Operations and Compliance

- Take the lead on regulatory and compliance issues for ASE, sourcing expert external advice if needed.
- Act as Trustee Body Secretary for the ASE, filing returns to HMRC, Companies House, the Charity Commission and OSCR in a timely manner and keep up-to-date with relevant charity and company law.
- Act as Data Protection Officer for the charity and ensure GDPR compliance.
- Ensure insurance cover is fit for purpose and value for money.
- Act as health and safety lead, sourcing expert advice if needed.
- Lead on the writing and updating of relevant Policy and Procedures for the staff team and charity volunteers.
- Lead HR for the organisation, sourcing specialist external support where appropriate.
- Work alongside the Chief Executive to ensure the maintenance of an up-to-date Risk Register for the organisation. Oversee the management of risks relating to finance and operations, ensuring that appropriate risk assessment and management processes are in place.

Governance

- Prepare and present financial information to the board of trustees (quarterly) and support the Association's Remuneration Committee, working closely alongside the Chief Executive, Chair of Trustees and Treasurer.
- Work with the Treasurer, Chair of Trustees and Chief Executive to ensure that all trustees understand the charity's finances and their responsibilities in this regard.

Person specification

Qualifications

Qualified accountant (e.g. ACA, ACCA, CIMA, CIPFA)

Knowledge and experience

- Strong experience and track record in all aspects of charity financial management, including budgeting, reporting, cash flow, internal controls and audit.

Job description and person specification

- Experience of working directly with charity trustees and writing and presenting financial reports to trustee boards.
- Experienced line manager.
- Extensive experience with computerised accounts software and Microsoft Excel, including creating and tailoring reports.
- Excellent working knowledge of financial issues for charities (e.g. VAT, SORP reporting requirements and restricted fund accounting).
- Working knowledge of issues around employment law, data protection and health and safety.

Skills, aptitudes and qualities

- Able to think and work strategically.
- Able to manage a diverse workload and meet deadlines.
- Excellent numeracy skills and attention to detail.
- Able to analyse and interpret complex information and to communicate key issues in an accessible way for colleagues, trustees etc.
- Self-motivated and proactive
- Confident communicator
- Enjoy working in a small organisation.

Terms and benefits

- Salary scale: c. £40,000-£45,000 pro rata.
- Hours: 0.5 FTE, equivalent to 18.75 hours a week; working pattern to be discussed with appointee.
- The post is permanent, subject to a six-month probationary period.
- Our office is based at the University of Hertfordshire on the College Lane campus. We are happy to consider applications from people wishing to have a blended working pattern, dividing their time between home and the office.
- Additional benefits include 25 days holiday per year pro rata (plus statutory holidays) as well as a contractual salary sacrifice pension scheme that matches employee contributions up to 4% in the first five years and 7.5% thereafter.
- The Association for Science Education is an equal opportunity employer. We value diversity and encourage applications from people of all backgrounds. As part of our commitment to flexible working, we will be happy to consider a range of options for the successful applicant, which can be discussed at interview stage.

Circumstances

- Able to be flexible about working hours on occasions (with notice), for example where required to attend the two Trustee body meetings each year held on a Saturday;
- Able to undertake travel (UK-based) on rare occasions (with notice)

Other information

- The job holder will undertake additional tasks not specifically listed in the job description, as reasonably requested.
- This job description will be reviewed from time to time and may be changed to reflect changing business needs.

How to apply

Please send a CV and supporting statement by Midday, **Friday 30 October 2020**.

You should also include the contact details of two referees, one of whom must be your current or most recent employer (or a current client, if relevant). Referees will only be approached with your express permission. You will also be required to provide proof of your eligibility to work in the UK.

Interviews will take place on **week commencing 9 November 2020**

Due to the number of applications we anticipate for this role, it will not be possible to write to you should you not be shortlisted. If you have not heard from us within three weeks of the closing date, please assume that your application has not been successful on this occasion.