**St George’s Crypt - Job Description**

**Job title: Head of Finance**

**Reporting to: CEO**

**Direct Reports: Management Accountant, Finance Administrators**

Vision Statement:

St. George’s Crypt is a Christian charity based in the city of Leeds, working with homeless and vulnerable people and those living with addiction. We believe that by demonstrating the love of Christ in a caring, practical way, lives can be transformed, regardless of people’s circumstances. We aim to meet the basic needs of everyone in a safe, non-judgmental and caring environment

Christian Faith:

The twin objectives of St George’s Crypt are the relief of hardship and poverty and the advancement of the Christian religion. It is therefore key for employees of the Crypt to pursue these aims both in their job role and in their personal life.  Due to the seniority of this role, there is an occupational requirement under Schedule 9 of the Equality Act 2010 for the post to be held by an active, practising Christian, evidenced by current involvement in the life of a Christian community.

Job Purpose:

* To lead the finance function of St George’s Crypt.

Key Job Role Responsibilities and Main Tasks:

* To oversee the timely completion of monthly financial management reports, payrolls, and budgets.
* To produce regular financial reports for the trustees and the standing committee.
* To prepare year end accounts to a standard suitable for audit, work with the auditors to complete the statutory accounts and liaise with them as necessary throughout the year.
* To prepare and publish end of year Financial Reports.
* To manage, improve and report on the financial risk register.
* To ensure all banking is accurate.
* To contribute to the strategic plan for the charity.
* To liaise with bankers, insurers, HMRC and the Charity Commission in England and Wales as required.
* To maintain good relationships with the Public Works Loan Board and Leeds City Council.

Safeguarding Responsibilities:

* Along with the Leadership Team ensure that the Charity’s safeguarding policy is followed.
* Being alert to and recognising welfare issues, being sure to challenge poor practice.
* Sharing appropriate information with relevant people.

Charity Wide Responsibilities:

* Applying an attitude towards forgiveness and justice informed by biblical and Christian theological principles in dealing with all staff, volunteers, and clients.
* Participating in regular prayer with the Charity.
* Recognising the holistic needs of all service users and in accordance with the Memorandum & Articles respond to the spiritual needs of clients in their situations by either engaging with them directly or referring as appropriate.
* Understanding and implementing working practices set by the Safeguarding Adults and Children Board.
* Attending training courses and conferences to maintain personal development as agreed with Line Manager.

The tasks and responsibilities listed above are not exhaustive and may be amended according to the needs of the Charity. Employees are expected to work flexibly in responding to external and internal initiatives to support the needs of the Charity.

Essential Charity Wide:

* DBS Cleared
* Safeguarding training.
* Flexible attitude towards working arrangements.
* Professional attitude and approach.

Essential Job Role Specific:

* Current Accountancy qualifications of one of the recognised professional bodies
* Excellent skills in Excel and Word
* Experience of using Xero, SAGE or QuickBooks (Xero preferred)
* Clear communication skills.
* Ability to work to deadlines.
* Attention to detail.
* Ability to liaise and work effectively with all departments and work across boundaries.
* Ability to liaise effectively with external stakeholders particularly the auditors, HMRC and the regulators (Charity Commission in England and Wales).
* Ability to manage the Year End Audit process.
* Preparation and presentation of timely high-quality reports/accounts.
* Ability to contribute to strategic decision making.
* Ability to work flexibly to meet the needs of the charity.
* Excellent management skills with the ability to train and develop others.

Desirable Job Role Specific:

* An understanding of the Charities SORP (Statement of Recommended Practice)