

Head of Finance
MISSION
<p>The Head of Finance ensures the financial health, operational effectiveness and organisational sustainability of Ten Ten Resources. As a senior leader, the post-holder integrates finance, systems and people management so that the organisation can deliver high-quality programmes in alignment with its Catholic mission and values.</p>
POSITION IN THE ORGANISATION
<ul style="list-style-type: none">• Reports to: The Directors• Member of: Senior Leadership Team (non-director)• Line manages: The postholder will be required to manage several colleagues. Details to be confirmed.• Works closely with: The Directors, Head of Operations, Finance Officer, and external accountants.• Key purpose in the structure: Provides organisational oversight across finance, systems and people management to ensure Ten Ten functions effectively and sustainably.
RESPONSIBILITIES
<p>1. Finance</p> <ul style="list-style-type: none">• Lead all financial management, ensuring accuracy, transparency and sustainability.• Take responsibility for project costing, cashflow planning and financial modelling.• Produce monthly management accounts, quarterly EO Board reports, annual budgets and oversee quarterly VAT returns.• Lead subscription pricing, invoicing processes, credit control and renewals.• Manage payroll, pensions and staff cost modelling.• Oversee the Finance Officer's work and maintain robust financial controls.• Engage with senior stakeholders (e.g., Trust CEOs/CFOs) and negotiate subscription agreements. <p>2. Operations</p> <ul style="list-style-type: none">• Work closely with the Head of Operations to support resourcing of shared staff and resolve operational bottlenecks.• Work closely with the Head of Operations to support operational functions including systems, HR processes, database management, marketing operations and schools support.• Work closely with the Head of Operations to ensure clear roles, structures and internal processes that support sustainability and compliance. <p>3. Systems & Processes</p>

- Together with the Head of Operations lead the development and integration of organisational systems (CRM, finance systems, databases, workflow tools).
- Together with the Head of Operations ensure efficient interactions between systems, especially around subscriptions, invoicing and contracts.
- Together with the Head of Operations drive process improvement across the organisation, improving data hygiene, accuracy and staff experience.

4. People & Team Management

- Line manage designated colleagues, ensuring strong planning, communication and performance management.
- Support recruitment, onboarding, training and organisational change processes.
- Help maintain a relational, mission-driven team culture and cohesive cross-team working.

5. Governance & Compliance

- Ensure compliance with financial, HR, safeguarding, data protection and regulatory requirements.
- Maintain key organisational policies pertaining to finance, including risk management processes and internal controls.
- Support Directors with Employee Ownership governance, board reporting and stakeholder updates, including the annual employee voice reporting cycle.

6. Cross-Organisational Leadership

- Contribute to organisational strategy through financial insight and capacity planning.
- Play a full role on the leadership team, especially within a financial remit.
- Lead operational readiness for MAT partnerships and large-scale agreements.
- Contribute to organisational marketing strategy, with a particular focus on ensuring good uptake and renewals and providing input and insights on new products and new markets.
- Provide clear advice to Directors that supports effective decision-making.

7. Projects & Continuous Improvement

- Lead strategic improvement projects that strengthen efficiency, sustainability and organisational resilience.
- Oversee financial planning for new initiatives, products and partnerships.
- Continuously evaluate organisational needs and propose improvements to systems, structures and processes.

SKILLS, EXPERIENCE AND PERSONAL QUALITIES

Essential Skills & Experience

- Strong financial leadership, including budgeting, forecasting and management accounts.
- Experience preparing reports for senior leaders, trustees or boards.
- Significant operational leadership in a charity, SME, education or mission-driven organisation.
- Confident negotiating with senior stakeholders (e.g., CEOs/CFOs).

- Experience managing teams and coordinating work across departments.
- Strong systems understanding (CRM, finance systems, workflow tools).
- Experience with subscriptions, contracts, invoicing or income processes.
- Ability to analyse complex information and propose clear, practical solutions.
- Understanding of governance, HR processes, safeguarding and GDPR.

Desirable Skills & Experience

- Understanding of Catholic schools, MATs, dioceses and parishes, including their mission and governance.
- Ability to work confidently with Catholic leaders (e.g., headteachers, trust CEOs, diocesan officers, parish clergy).
- Experience implementing systems or leading organisation-wide process improvements.
- Experience supporting trustees, advisory boards or governance bodies.
- Experience developing financial models, business cases or scenario plans.
- Commercial awareness and confidence in negotiating value-driven agreements.
- Experience in a mission-driven or values-led organisation.

Personal Qualities

- Strategic thinker with strong attention to detail and a hands-on, practical approach.
- Clear communicator who can translate finance into accessible insights.
- Calm, organised, resilient and able to manage competing priorities.
- Relational and supportive leadership style.
- High integrity and professionalism.
- Commitment to Ten Ten's Catholic mission and willingness to work in alignment with its ethos.