Head of Finance Job Description



**Who we are**



The Eikon Charity is one of Surrey’s leading charities supporting children and young people. We listen, we talk, and we help young people with the skills they need to live their best life. And we work with families and professionals to make sure everyone gets the support they need.

We are looking for people with passion and expertise to join us in continuing to be a leading provider of preventative and early support in Surrey.

**Our vision**

For all Surrey young people to thrive.

**Our mission**

To empower and support young people in Surrey to have the wellbeing they need to be healthy and happy.

**Our values**

We elevate and amplify the voices of children & young people.

The needs of young people guide everything we do, shaping every decision and action we take.

We act with compassion.

We empathise with the pressures of modern life and feel compelled to help without judgement.

We work together.

Partnering with parents, carers, schools, policymakers, and young people themselves helps us all to succeed.

We take responsibility.

We recognise our part to play in the future of children & young people, and we hold ourselves accountable for their success.

**Our culture**

*We recognise our collective strength and champion the power of individuals. Our teams are amazing and inspire people every day. We work hard to create an environment where all of our staff and volunteers feel comfortable to bring their whole selves to work.*

*Diversity enriches us and improves the support we give children and young people.*

*The work we do creates change to be celebrated, rewarding moments, and outcomes to be proud of every day. It can also bring professional and personal challenges to each of us.*

*We support each other to share our moments of success, do the best we can for young people, ensure everyone enjoys their work, and support our colleagues when they need it.*

**The practicalities**

**Location:** Offices are based in New Haw Surrey.Whilst this has potential to be a hybrid working role there will be a requirement to have a regular weekly presence in the office

**Length of Contract:** Permanent

**Hours:** 30 hours per week

**Pay:** £62,000 to £65,000 FTE (£49,600 to £52,000 pro-rated)

**Benefits:** 5 weeks holiday a year plus Bank Holidays

Sick pay

Safeguarding training

Flexible working where role allows



Pension scheme

Employee Assistance programme

**Your line manager:** CEO

**Your team:** Finance

**Main purpose of role**

The Head of Finance will primarily have responsibility for planning, implementing, managing and controlling all financial-related activities. You will have direct responsibility for the finance function.

The role will also be responsible for partner relationships with external accountants and auditors.

The successful candidate will be joining Eikon at an exciting time as the organisation builds innovative ways to deliver services to young people, including strengthening the evidence to influence increased strategic investment in preventative and early support for children, young people and the adults around them. You’ll be a crucial part of the leadership team, contributing to the vision and strategy of the whole organisation, and ensuring the organisation is in control of its current and future financial position and strategy to achieve Eikon’s vision.

To succeed in this role, you will need to manage competing priorities and build effective relationships with senior level colleagues and teams, the Finance Trustee and the Board of Trustees.

You will ensure systems, internal controls and financial management are in place to meet Eikon’s financial, contractual, statutory and legal responsibilities.

**Responsibilities**



**Day to day financial management of the organisation, including:**

* Ensuring the delivery of monthly management accounts
* Building and maintaining the systems for setting and managing annual financial organisational plans, budgets and quarterly forecasts
* Proactively manage the income and expenditure of the charity advising the management team on income shortfalls and overspends on expenditure relating to unrestricted and restricted funding
* Oversee and manage the charity’s finance operations including expenses, invoicing, payments and cash management
* Developing greater financial literacy across the organisation by building and maintaining accessible and clear systems and processes, and providing advice to budget holders
* Reporting to the Eikon Leadership and Management Teams, Audit and Finance Committee and the Board of Trustees
* Support and review of funding applications, commercial arrangements and contractual performance

**Leadership Across The Charity**

* Contribute to Eikon’s overall vision and strategy through membership of the Senior Leadership Team
* Contribute to monitoring the performance of the charity against its key objectives and to any corrective action that is needed
* Working with the CEO, Senior Leadership Team, the Finance Trustee, develop and implement the financial strategies that enable the successful delivery of the organisational vision and strategy
* Provide insightful financial analysis to inform key decision-making on growth opportunities, ensuring a balance between risk management and sustainable organisational expansion
* Develop appropriate process and systems improvements across the organisation that enable performance enhancements of the finance function

**Maintain effective internal accounts and leading on statutory reporting and annual audit, including:**

* Ensuring financial procedures and delegated authorities are fit for purpose, adhered to and up to date
* Ensure compliance with applicable legislation and regulatory guidance for financial and tax reporting
* Ensure compliance of all statutory requirements and accounting in accordance with the Statement of Recommended Practice (SORP) and the Companies Act
* Lead on the preparation of the Annual Statutory Financial Statements, liaise with auditors and ensure accounts are filed on time with the Charity Commission and Companies House

**About You**

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| **Criteria** | **Assessed by** | **Essential/ Desirable** |
| **Your Skills and Abilities** | | |
| Demonstrate a genuine enthusiasm and passion for the vision of the charity as it works to improve the lives of young people | Application form/interview | Essential |
| Experience of working in a senior leadership position and proven ability to build and develop high performing teams through compassionate and person-centred management | Application form/interview | Essential |
| Able to operate at a strategic level, also able to adopt a flexible and hands-on approach | Application form/interview | Essential |
| Excellent relationship-building, interpersonal skills and high-level competence in communicating cross the whole organisation | Application form/interview | Essential |
| Able to work in an agile way when under pressure from a changing environment | Application form/interview | Essential |
| Strong leadership and organisational skills with a inclination for action | Application form/interview | Essential |
| Self-aware, emotionally intelligent and able to reflect on own personal and professional development | Interview | Essential |
| **Your Experience and Knowledge** | | |
| ACCA/ACA/CIMA qualified accountant | Application form | Essential |
| A successful track record in a senior management post, which involved management of finance systems and budgets, responsibility for staff and reporting results at Board level | Application form/interview | Essential |
| Demonstrate a track record of hands-on capability in operating financial processes, preparing management accounts and management information | Application form/interview | Essential |
| Understanding of the charities SORP and charity accounts | Application form/interview | Essential |
| Clear understanding of accepted accounting principles, including tax and Gift Aid, National Insurance and preferably knowledge of SAGE | Application form/interview | Essential |
| Excellent analytical and problem-solving skills | Application form/interview | Essential |
| Ability to communicate complex financial matters to non-financial staff | Application form/interview | Essential |
| Experience of liaising with auditors, external agencies and advisers | Application form/interview | Essential |
| Knowledge of Charity Law and Governance requirements | Application form/interview | Essential |
| Understanding of Equality, Inclusivity & Diversity, | Interview | Essential |
| Knowledge and awareness of the issues faced by children, young people and families | Interview | Desirable |

This Job Description and Person Specification reflects the duties of the post as they exist at this time and may be subject to change based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

**Eikon is committed to safeguarding and promoting the welfare of young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process.**

**An offer of employment will be subject to an approved Enhanced DBS and Barring Disclosure.**

The Eikon Charity is committed to a policy of equality of opportunity and aims to provide a working environment which is free from unfair discrimination and will enable employees and volunteers to fulfil their personal potential.

**Applications**

**As part of our Safer Recruitment Policy, we do not accept CVs.**

If you are interested in applying for the role, please visit our website: [www.eikon.org.uk](http://www.eikon.org.uk)/work-for-us/ where you will find all the information and the application form.

If you have any questions, please contact [recruitment@Eikon.org.uk](mailto:recruitment@Eikon.org.uk)

**Please apply by 10.00 on Monday 19 May 2025.**

**Interviews will take place week commencing 26 May 2025.**

We do not provide feedback on applications.

We are happy to provide feedback to unsuccessful candidates who attended an interview upon request.