



Head of Finance

Responsible to:	Chief Executive St Martin-in-the-Fields Ltd (SMITFL)
Responsible for:	Finance Manager (Trust/Parochial Church Council (PCC)), Finance Officer (SMITFL), Financial Administrator
Salary:	£65,000-70,000 p.a
Working Hours:	40 (inclusive of 1 hour paid lunch break)
Benefits:	25 days annual leave p.a, pension scheme, employee assistance programme, discounts in our shop and restaurant, discounted or free concert tickets

Key internal relationships:

St Martin-in-the-Fields Parochial Church Council (PCC), PCC Treasurer, Finance Committee, Vicar (Chair of PCC), Associate Vicar for Ministry, Board of SMITFL, Executive Director for the Trust, SMITF Trust, Senior Management Group (SMG), Heads of Department (HODs).

Key external relationships:

SMITF Charity, The Connection at St Martin-in-the-Fields (CSTM), Auditors, Bank, Insurance Company, Tenants and Payroll (currently outsourced).

Main purpose of job

- Providing sound financial advice, strategic leadership and responsibility for the overall financial management of the St Martin's family, specifically the PCC, SMITFL, The Trust, associated Boards and Senior Managers.
- Work in close partnership with The Charity, The Connection at St Martin's and other future partnership ventures.

Main duties and responsibilities

1 Financial strategy and policy

- Lead the development and delivery of a financial strategy for St Martin-in-the-Fields covering the PCC, SMITFL and the Trust, to support its overall strategic direction.
- As part of this, develop and communicate a clear financial model for the whole of St Martin's, showing the rationale for the cross-charging of shared costs, reviewing where necessary and developing appropriate models for the future.
- Ensure that the long-term Estate maintenance requirements of St Martin's are considered in developing the financial strategy.

2 Annual operating budgets

- Lead and co-ordinate the annual budget-setting cycle for the PCC, SMITFL and the Trust to deliver the agreed financial strategy, involving operating managers as appropriate and

ensuring that individual budgets are signed off by the relevant boards in advance of the end of each financial year.

3 Cash flow, investments and working capital

- Manage and monitor cash flow, investments and working capital requirements as part of the overall financial strategy and the annual budget process for the PCC, SMITFL Board and the Trust.
- Report regularly to the PCC, SMITFL Board and the Trust Board on the cash flow and investment position.

4 Accounting system

- Manage the financial and accounting systems of the PCC, SMITFL and the Trust (using Xero) ensuring that accounting policies and procedures are in place, adhered to and that robust financial controls are in place.
- Work with all parts of St Martin's to improve financial and business processes to achieve more efficient ways of working, taking full advantage of available technology.
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized and disposed of as appropriate.

5 Payroll

- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner.
- Process and submit statutory and benefits remittances on time.
- Manage the employee pension, insurance and benefits plans.

6 Financial reporting

- Produce monthly management accounts along with budget forecasts and projections – and other management information as required and to the appropriate level of detail, for operational managers, and also for presentation to the relevant boards using Xero and Fathom
- Provide the PCC Treasurer, SMITFL CEO, and the Trust Director with other financial reports as required for PCC/SMITFL Board/the Trust meetings and attend these meetings routinely to present financial information.
- Working closely with the PCC Treasurer, ensure that financial information is presented in a timely way, and that adequate records are maintained of discussions.
- Oversee the Finance Manager in providing the Trust with financial information in support of general and specific fundraising campaigns.

7 Financial accounts

- Produce annual accounts for SMITFL and oversee the Finance Manager in producing accounts for the PCC, and the Trust, working with the external auditors (currently Hays Macintyre).
- Coordinate the filing of the final accounts with Companies House (SMITFL) and Charities Commission (PCC and Trust).

8 Risk management

- Coordinate risk register review meetings, discuss and collate updates, maintain up to date records and report as appropriate.
- Make recommendations to appropriate boards as necessary

9 Operations management

- Maintain financial records for specific projects, provide accurate and timely financial reports on them as appropriate.
- Work with the Estates Manager to oversee the procurement of IT, telephones, security, stationery, office supplies and equipment, waste, M & E and insurance.
- Lead in the financial planning required to deliver an annual ongoing repair and maintenance programme, reviewing supplier contracts as necessary.
- Work with HODs and Senior Management Group to support them with other procurement activity across St Martin's.
- Develop financial partnership working opportunities with other churches and organisations along the lines of our current management of the estate maintenance for St James's Piccadilly.

10 Governance, legal and compliance

- Ensure appropriate insurance cover is maintained across the three areas. Coordinate the annual insurance review meeting and subsequent follow-up actions on insurance claims where appropriate
- Schedule and undertake a review programme for external support services contracts with St James's Piccadilly, and any newcomers.
- Register appointments and resignations of Directors / Trustees to SMITFL Board /the Trust, and any changes to Shareholders as these occur.
- Schedule licence review meetings for on-site tenants, namely The Connection at St Martin-in-the-Fields (CSTM), Bishop Ho Ming Wah Centre (BHMW), potential Mobile Phone Mast, the Charity and the Trust.
- Ensure that all tax and VAT compliance are addressed appropriately

11 Personal, professional and team development

- Keep up to date with financial changes and developments, feedback to finance team and colleagues as required
- Provide positive leadership, management and development of the team. Undertake annual appraisals and regular coaching

This is not an exhaustive description of the duties. Aspects will change over time and the jobholder is expected to contribute to the role's development and progression.

Nature and scope of the job

- The successful candidate will join the St Martin's team at a time that ambitious plans for re-growth and development are underway as we emerge from the difficulties of Covid.
- The postholder will be expected to attend and report to the SMITFL Board, PCC, Finance and Fabric Committee and Trust meetings.
- The critical requirements are maintaining the financial integrity of St Martin's during a period of expansion and change and to fully manage the in developing and implementing financial strategy.
- Knowledge, skills and abilities

To be effective in this role you will need to demonstrate knowledge of the following, including formal training where appropriate:

- Relevant technical and accountancy skills and qualifications, including being a qualified accountant, ACA or equivalent, with experience of both commercial and charitable activities
- Ability to provide sound, strategic financial advice
- Strong stakeholder engagement and communication skills, able to influence and present effectively at Board level
- Proven experience of process review and improvement
- People management experience, experienced in leading and developing a team
- Proven leadership and change management experience
- Highly competent in Microsoft Office, particularly Excel
- Knowledge of charity accounting including FRS 102 and the new Charity SORP
- Strong analytical skills
- Experience of using IT to improve service delivery and management information
- Experience with accounting software (we use Xero)
- A self-starter with the ability to set and meet deadlines and targets, able and ready to tackle a diverse workload with energy and stamina
- A collaborative style and approach, able to build trust and confidence

In addition, you will need to have:

- A commercial focus with an understanding of our reach and the work carried out across the whole of the organisation
- Be in sympathy and work to the aims and ethos of St Martin-in-the-Fields