

## JOB DESCRIPTION

Job Title	Head of Finance	Date of JD	April 2025
Department	Central Services		
Reporting to	Director of Resources and Business Systems	Up to £71k depending on experience	
Managing	Finance Manager and Finance Officer		
Benefits	<ul style="list-style-type: none"><li>• 30 days leave (plus Bank Holidays)</li><li>• Birthday annual leave day</li><li>• Company pension scheme</li><li>• Life assurance cover offering 4 x death in service benefit</li><li>• Company sick pay and maternity/paternity pay</li><li>• Employee assistance programme</li><li>• Training and development opportunities</li><li>• Learning and wellbeing grant</li><li>• Perks and discount platform</li></ul>		
About us			
<p>Drinkaware is a leading charity concerned with reducing harm from alcohol. We do this by providing impartial, evidence-based information and advice and practical resources; raising awareness of alcohol harms; and working in partnership with others to deliver behaviour change through our tools and interventions. The Trust is funded primarily through voluntary, unrestricted donations from alcohol producers, wholesalers, and on- and off-trade retailers, but acts entirely independently.</p> <p>Our Vision: Working together to reduce alcohol harm across the UK</p> <p>Our Mission: Using our expertise to give governments, industry, communities and individuals the knowledge and support to make informed decisions about alcohol and how to reduce the harm it can cause. Delivered through:</p> <ul style="list-style-type: none"><li>• Public-facing campaigns and digital services, information and guidance</li><li>• Evidence-led advice to governments and industry</li><li>• Independent research, consumer insight and evaluation</li></ul> <p>Our Values: Solid Reasoning; Clarity with Empathy; Understanding and Connecting; Principled Partnership; Determination and Curiosity</p> <p><a href="https://www.drinkaware.co.uk/">https://www.drinkaware.co.uk/</a></p>			
Purpose of the role			
<p>The purpose of this role involves delivering accurate financial reporting, effective budgeting, and robust internal controls to support organisational decision-making and long-term sustainability. The position also aims to optimise financial systems, manage risk, oversee procurement processes, and lead the finance team. Through strong collaboration across departments and with external stakeholders, this role drives financial efficiency and supports the broader objectives of the organisation.</p> <p>The postholder will also be a member of the Senior Management Team.</p>			

N.B. This job description summarises the key features of the role, it is not intended to be a detailed description and does not cover all the duties that the job holder may reasonably be expected to fulfil.

## Key Responsibilities

### Management accounting

- Produce and deliver monthly management accounts including commentary, cash flow update and reserves analysis
- Prepare monthly departmental reports and ensure regular meetings are held with budget holders to review performance against budget/forecasts
- Provide finance support for cross-departmental projects as required

### Financial accounting

- Produce and review monthly reconciliation schedules, ensuring that any variances are addressed promptly
- Regularly update cash flow forecasts based on accurate and realistic assumptions
- Oversee monthly supplier payments process and payroll review processes, ensuring strong controls are in place
- Manage relationships with our bankers to optimise financial operations

### Internal controls and risk management

- Ensure that appropriate financial procedures and processes are maintained and documented
- Ensure that an adequate control framework is in place to mitigate risks effectively

### Audit and financial statements

- Coordinate the planning, interim and year end audit process, ensuring timely completion of deliverables and resolution of auditor queries
- Produce consolidated workings and financial statements for the Trust and its subsidiary
- Contribute to the production of the Annual Report including the financial review sections
- Produce the financial statements for the trading subsidiary

### Tax/compliance

- Manage all aspects of tax affairs including submission of relevant returns to HMRC
- Keep abreast of changes in tax laws and assess their impact on the Trust and its subsidiary
- Ensure timely and accurate submission of all returns and other statutory reporting and filing requirements

### Budgeting and forecasting

- Produce the annual budget and reports, ensuring alignment with the organisation's strategy
- Produce quarterly forecasts and reports
- Prepare ad-hoc scenario plans as required

### Reporting

- Produce financial reports for the Risk and Audit Committee and the Board and present papers as required

### Systems

- Oversee the operation of all finance systems (including Microsoft Business Central), ensuring issues are prioritised and resolved efficiently
- Continuously improve finance systems to enhance functionality, efficiency and integration with other business systems
- Develop and amend reports to ensure they provide relevant and accurate information to stakeholders

### **Procurement and contract management**

- Support the management of supplier contracts including maintaining a contracts database to track performance and adherence to terms
- Assist colleagues with tender processes
- Support the Director of Resources and Business systems in managing the charity's outsourced IT team to coordinate and monitor their work programme
- Provide training to staff on procurement and contract management best practices

### **Team Management**

- Lead and manage the Finance team ensuring that individual and team objectives are met
- Conduct regular meetings with direct reports to monitor workload and progress

### **Projects/other**

- Deputise for the Director of Resources and Business Systems as and when required
- Provide ad-hoc financial analysis and advice to support organisational decision-making

## **PERSON SPECIFICATION**

### **Education/Knowledge**

- Fully qualified accountant (ACA, ACCA or CIMA etc)
- Working knowledge of FRS102 and Charities SORP

### **Essential Criteria / Key Skills**

- Strong experience in both management and financial reporting
- Experience of leading and managing a small team
- Highly organised and structured in approach, with good skills in planning own workload, maintaining action logs and adhering to an agreed workplan.
- Strong written and verbal communication skills
- Ability to make technical or complex issues accessible to non-specialist colleagues.
- Strong relationship building skills and ability to manage relationships with stakeholders across the organisation
- Excellent IT skills, including strong Excel knowledge and evidence of supporting and developing finance systems
- Strong track record of working across diverse teams within a smaller charity.
- Strong exposure to charity governance and experience in working closely with a board of trustees and committees.
- Good experience of working with suppliers, including SLAs, quotes and tenders
- A good appreciation of risk management and the compliance obligations of a UK charity.
- Willingness to work hands-on to get things done.
- Motivated by, and sympathetic to, the wider mission to reduce alcohol harm in the UK.

### **Desirable Criteria**

- Experience of using Microsoft Business Central

### **Special features of the role**

None