**Head of Finance**

**Job description and Person specification**

**Purpose of the role**

The core purpose of the role is to lead the Party’s finance function, delivering the Party’s financial plans and ensuring its full compliance with accounting and other regulatory standards. The post-holder will have lead responsibility for financial and management accounting, financial reporting, and budgeting. They will work closely in these roles with the Party’s CEO and Treasurer and will manage a small team based at the Party’s head office in London but will also liaise extensively with the Treasurers of both regional and local parties.

This is a demanding but exciting role involving the chance to shape the direction and future prospects of the Green Party.

**Salary:** £42,401 – £53,775 (Points 37-49 on Green Party Salary Scale)

**Hours:** 35 hours per week

**Location:** Green Party Office, Bermondsey, London (South East)

**Line manager:** Chief Executive

**Line management responsibilities:** Senior Finance Officer, Finance Assistant

**Member of the Staff Management Group**

**Reporting to:** Chief Executive, Treasurer and Finance Coordinator, Green Party Executive (GPEX), and the Administration and Finance Committee.

**Application process:** Applications to be submitted by noon Monday 5th March 2018. Interviews to be held week commencing Monday 12th March 2018. Please email your completed application form and the equal opportunities monitoring form (found on [www.greenparty.org.uk/jobs](http://www.greenparty.org.uk/jobs)) to recruitment@greenparty.org.uk.

**Principal responsibilities:**

**Financial strategy and business partnering**

1. Work with the CEO to develop a longer term financial strategy and advise the Executive on the implementation of the strategy.
2. Work with the fundraising and membership teams to support income generation.
3. Work with all budget holders to support the effective use of financial resources.

**Financial Management**

1. Ensure that the Party’s financial policies and procedures are kept up-to-date and robust and that appropriate financial controls are in place and maintained.
2. Ownership of the finance system ensuring it is being used effectively in line with policies and reconciled regularly in an accurate and timely manner.
3. Manage the Party’s working-capital, cash flow and hypothecated funds.
4. Develop and manage the risk register and conduct risk management.
5. Manage the calculation and distribution of “capitation” payments to regional and local parties.

**Compliance**

1. Ensure that the party complies with all statutory, legal and taxation requirements in relation to its financial affairs.
2. Exercise oversight of the Party’s compliance with both statutory and Party rules and procedures on the acceptance and reporting of major donations.

**Management**

1. Line manage and support the finance staff at national office, ensuring that their work plans are focused on delivering the Party’s financial strategies and meeting its statutory requirements.
2. Coach and mentor junior members of the finance team at the national office.
3. Contribute as a member of the senior management team at national office in the development and implementation of the Party’s organisational strategy and in the coordination and direction of the national party staff.

**Relationship building**

1. Build and maintain effective working relationships with the offices of the Party’s elected and appointed politicians and staff in the House of Commons and House of Lords.
2. Support the work of other staff in the national office and the Party’s regional support network.
3. Build and maintain relationships with the key local and regional party Treasurers.
4. Maintaining the relationship with the external suppliers/bodies including the banks, the auditors, HMRC and the Electoral Commission.

**Elections**

1. Manage and understand the financial requirements of local and regional parties and key constituency campaigns.
2. Work with the CEO and Finance Co-ordinator in compiling the election budget and monitoring spend against budget.
3. Ensure that all processes for election spend are PPERA compliant.
4. Oversee the provision of compliance information to local and regional parties for all election income and expenditure.

**Reporting**

1. Ensure the provision of timely and accurate financial information and analysis to assist in key decision making by the Executive.
2. Oversee the preparation of monthly management accounts which include forecasting, reforecasting and cash flow forecasting.
3. Lead on the preparation of the annual budgets.
4. Delivery of the Party’s annual statutory Report and Accounts, including oversight of the audit process and acting as the lead contact with the auditors.
5. Oversee delivery of all reporting required by the PPERA (Political Parties Elections and Referendum Act) and other relevant act governing this area of work.
6. Submit reports as required to GPEx, AFCOM and other key governance bodies.

Other

1. The above list of responsibilities is not exhaustive and the post holder may be required to undertake other responsibilities and training as requested by their line manager, appropriate to their grade.

**General points applicable to all Green Party jobs:**

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its polices on equality of opportunity in relation to employees and volunteers, in promotion of the party’s policies and access to the Party’s services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
3. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.
4. Green Party staff may be required to attend Green Party Executive and other meetings and conferences, so long as at least two weeks' notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and appraisal system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party.
6. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
7. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
8. Green Party staff are expected to identify and make recommendations to the Head of Office on improving the systems within the office.
9. Green Party staff are expected to participate fully in the Party’s teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
10. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the Head of Office and in accordance with the current policy on the management of volunteers.
11. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via the Head of Office or relevant GPEx Co-ordinator.
12. This job description may be periodically reviewed in consultation with the post holder.

**Person specification for Head of Finance role**

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|  | **Attribute** | **Essential / Desirable** |
| **Experience** | 1. At least 5 years’ experience in managing finance for an organisation in a senior management role.
2. At least 3-5years’ team management and staff development experience
3. Experience of working in a complex multi income stream SME environment
4. Experience of working in a strongly regulated environment
5. Experience of managing, setting and monitoring budgets
6. Experience of developing and using management information
7. Experience of financial accounting software packages and contact management databases
8. Experience of improving business processes
9. Experience of developing and implementing financial policies
 | EssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialDesirable |
| **Skills / Abilities** | 1. Excellent IT skills with advance excel
2. Financial modelling
3. Ability to interpret, analyse and communicate financial information at an advanced level.
4. A high level of skill in dealing with technical accounting issues, tax, VAT and payroll.
5. Excellent communication skills both written and verbal
6. Ability to build collaborative working relationships
7. Ability to be hands on and strategic
8. Excellent attention to detail
9. Proven Diligence in roles undertaken
 | EssentialDesirableEssentialEssentialEssentialEssentialEssentialEssentialEssential |
| **Knowledge** | 1. Graduate with Diploma, BSc or BA, in mathematics or accounting ACCA/ ACA/CAB or strong
2. Applied knowledge of financial reporting standards especially FRS102
3. Clear understanding of Financial Governance processes and controls.
4. Dedicated to accuracy and delivery of tasks in a timely manner.
5. Understanding of Green Party organisation at local, regional or national level
 | EssentialEssentialDesirableEssentialEssentialDesirable |
| **Personal attitudes** | 1. In sympathy with the aims and policies of the Green Party, and committed to the development and implementation of a Green and sustainable society.
 | Essential |
| **Personal circumstances** | 1. Eligible to work in the UK.
2. Able and willing to work unsocial hours and outside of normal office hours as required by the post.
3. Not a member of another UK political party.
 | EssentialEssentialEssential |
| **Equality** | 1. Candidates must indicate full commitment to the principle of Equal Opportunities for all in line with the Party’s policies.
 | Essential |

**Equal Opportunities statement:**

All Green Party employees are required to carry out the Party’s policies concerning racial and sex equality and the rights of people with disabilities and lesbians, gay men and people who are bisexual both in terms of equal opportunity for employment, in policy work and access to the Party’s services.