



Charity



Head of Finance

Job Pack

August 2024

**St
Martin
in
the
Fields**

Charity About Us





Welcome

Thank you for your interest in joining St Martin in the Fields charity.

St Martin-in-the-Fields Charity exists so that everyone has a safe place to call home. We help people in difficult situations to find and keep a home. With the [Vicar's Relief Fund](#), we provide the emergency financial help needed to secure and keep somewhere to live. The small grants provided can transform a person's circumstances within a matter of days.

Through our [Frontline Network](#), we collaborate with specialist staff working in homelessness and provide access to funding for training, opportunities to share expertise and to find new and ways of providing meaningful support. We also help them to amplify their voices, via our [Annual Frontline Workers Survey](#) so their expertise is heard locally and at a national level in policy decisions about housing and homelessness.

Our [Frontline Fund](#) supports six innovative projects across the UK. These initiatives offer services like healthcare, legal advice, and mental health support to facilitate the transition out of homelessness. They help individuals obtain and sustain secure living arrangements. We also support The Connection at St Martin's, to provide vital support through its day centre and accommodation for people who are rough sleeping in the capital.

Using Insight gained via our [Annual Frontline Workers Survey](#), we have launched our Mental Health Fund in 2023, supporting three projects providing specialist mental health support for three years.



Video from our CEO



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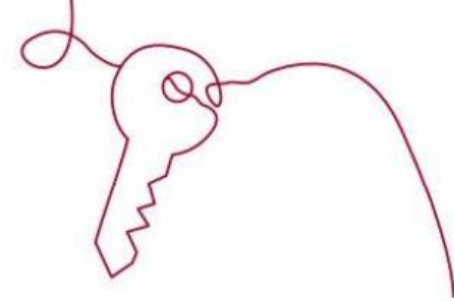
Charity About the role

Head of Finance



Terms of Employment

Salary:	£60,000 per annum
Contract:	Permanent; Full time (35 hours a week) or compressed over 4 days
Location:	London – Holborn. We offer flexible and hybrid workings with office-based work expected 2 days a week
Responsible to:	Chief of Staff
Line Management:	None



Main Duties and Responsibilities

Fundraising Reporting:

- Collaborate with the fundraising team to develop comprehensive financial plans, budgets and forecasts for fundraising campaigns, events, and activities.
- Monitor restricted and unrestricted fund allocation.
- Conduct in-depth financial analysis of past fundraising initiatives, identifying areas for improvement and optimising resource allocation.
- Provide financial insights and recommendations to support the strategic decision-making process for the fundraising department.
- Prepare accurate and timely (monthly) financial reports on fundraising income, expenses and variances for management, the Board of Trustees and external stakeholders.
- Monitor and track fundraising performance against targets, promptly identifying any deviations and proposing corrective measures.

Programme Reporting:

- Prepare accurate and timely (monthly) financial reports on grant and programmes expenditure, and variances for management, the Board of Trustees and external stakeholders.
- Monitor and track grant making performance against targets, promptly identifying any deviations and proposing corrective measures.



Main Duties and Responsibilities

Charity Operations:

- Ensure strict adherence to all financial regulations and reporting requirements pertaining to charity activities.
- Implement and maintain robust internal controls to safeguard charity income and assets.
- Collaborate closely with each Fundraising, Programmes and Operations teams to ensure accurate recording of financial data in the accounting system.
- Prepare and present financial reports to the Business, Audit and Risk Committee (BARC) and Board of Trustees meetings.
- Attend the quarterly BARC meetings. Attendance at Board meetings is as required.
- Ensure the Charity meets its statutory obligations to HMRC and Charity Commission and other relevant bodies as necessary, as well as insurance obligations.
- Keep the organisation compliant and up to date on law and best practices related to charity finance, governance, risk monitoring and operations.

Grant-Making Activities :

- Assist the Programmes team in the financial assessment of grant proposals, ensuring budgetary alignment and financial feasibility of funded projects.
- Monitor grant budgets and financial reports from grant recipients, providing financial oversight and ensuring compliance with grant conditions.



Main Duties and Responsibilities

Compliance and Governance:

- Work closely with the Chief of Staff to oversee financial operations related to charitable initiatives, ensuring funds are appropriately allocated and utilised effectively.
- Work alongside the Head of Supporter Services & Insight to lead on the income reconciliation process and deliver accurate management accounts.
- Collaborate with relevant departments to develop and monitor budgets for specific charitable projects and initiatives.
- Ensure financial and related systems facilitate organisational stability, handover, and efficient knowledge-transfer including for financial management processes, software tools and records.
- Ensure systems are fit for purpose and to build, evolve, adapt and reform them as appropriate as the needs of the business changes.
- Manage bank and financial service provider accounts including short term treasury deposits.
- Run the monthly payroll for the charity and ensure all statutory payments are met.

Donor Relations:

- Support the Fundraising team in donor relations efforts by providing relevant financial information for proposals and reports.
- Respond to donor inquiries related to financial matters, fostering transparency and building strong relationships.



Main Duties and Responsibilities

Fundraising Strategy:

- Participate actively in the development of the charity's overall financial strategy, offering financial insights and recommendations to align financial objectives with organisational goals.
- Review new funding opportunities and potential financial risks, proposing strategies to mitigate challenges.

Statutory Accounts, Audits and Compliance:

- Liaise with external auditors during the audit and ensure all necessary documentation is readily available.
- Lead in the preparation of financial data for the annual report and accounts, ensuring compliance with regulatory requirements.

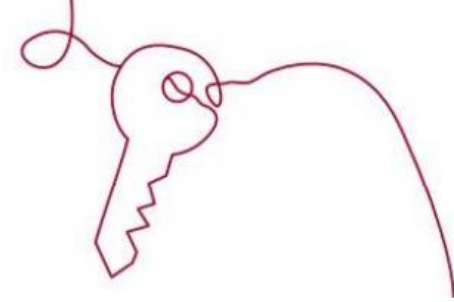
General:

- To contribute to a culture that embraces change, open communication, ambition, innovation, future thinking and external focus.
- To work collaboratively with all SMITFC's teams and stakeholders to achieve objectives.
- To maintain an up-to-date knowledge of SMITFC, including contribution to and understanding of the Organisation's strategic objectives.

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Charity Person Specification

Head of Finance



Person Specification

Experience and Knowledge:

- A professional Accountancy Qualification (e.g., ACA, ACCA, or CIMA)
- Proven experience in financial management within the charity sector (with charities that exceed £1m in income) and with a focus on fundraising and grant making.
- Strong knowledge of fundraising principles and practices, including donor management and gift processing.
- Familiarity with relevant financial regulations and compliance requirements for charities in the UK.
- Significant level of experience in finance, operations and administration including in a senior/leadership role with responsibility for a department or small to medium organisation.
- Understanding of charity accounting requirements and good practice.
- Experience in managing charity / not for profit finances including management accounts, budgets, monitoring and planning, year-end accounts production and day-to-day operations on banking, income and payments.
- Experience in using common accounting and management software, knowledge of ERPs is desirable.
- Experience of building, adapting and reforming finance systems and processes as appropriate to best meet and support the needs of the organisation as it changes, grows and develops.
- Prepare annual, quarterly, and monthly budgets and projections at the organisational and programme level along with management accounts and cash flow reports.



Person Specification

Skills & Abilities:

- Excellent communication skills, both written and verbal, to effectively engage with internal non-finance staff and external stakeholders.
- Strong organisational and prioritisation skills, proactiveness, ability to work to tight deadlines and manage a complex, varied and substantial workload.
- Strong technical accounting skills to provide accurate financial information in a high volume, low value transaction environment. Must be able to cover all accounting tasks from transaction input to Trial Balance.
- Exceptional analytical skills with the ability to interpret complex financial data and present it clearly and concisely.
- Ability to oversee and strengthen overall financial systems as needed.
- Advanced proficiency in financial software and Microsoft Office suite, especially Excel.
- Highly organised, meticulous and capable of meeting deadlines in a challenging environment.
- Comfortable in hybrid working environments.
- A genuine commitment to the mission and values of St Martin-in-the-Fields Charity.



Benefits

Policies:

Enhanced maternity pay policy

Enhanced paternity/second parent pay and leave and enhanced parental provision

Enhanced bereavement policy

Flexible and hybrid working

Office closure between Christmas and New Year

25 days holiday per annum

Wellbeing:

SMITF EAP – free, confidential, accessible service

Wellbeing channel on Teams – includes information, advice, resources, social chat, playlists

Benefits

Training:

Training given to line managers on managing mental health in the workplace

Training provided on safeguarding and housing/homelessness sector to new starters

Staff encouraged to attend Frontline Network and Partner events as well as other professional/sector events

Generous training opportunities

Occasional reward & recognition gifts for staff

Monthly 'Work Smarter' days to dedicate to professional development

Financial:

Contributory pension scheme (Standard Life) – 6% Charity contribution

Annual salary review

Employee eyecare provision

Travel loan arrangements

Charity covers costs of annual flu vaccine for individual team members



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Next Steps



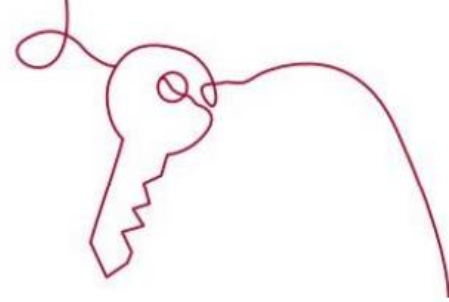
Paul Coleman

Associate Director - Permanent -
Not-For-Profit

Paul@mackiemyers.co.uk

020 3922 1674

APPLY NOW



How to Apply

Please submit your CV to Paul Coleman at Mackie Myers –
Paul@mackiemyers.co.uk

Alternatively, submit your CV via the [advert - Click Here](#)

If you would like to find out more information about this role, call Paul Coleman on 02039221674 or direct your emails to his email address above.

Deadline for applications: Monday 9th September