

RAISED *in* BRISTOL

WHERE FUTURES FLOURISH

Job Title

Head of Finance

Reports to: COO (indirectly Chief Finance Officer-CFO)

Working hours: Full time 40 hrs with one hours paid lunch break

Salary: £40,000-45,000 (dependent on experience)

Probationary Period: 6 months

Work Location: Raised in Bristol HQ, occasional meetings and visits to RiB sites **or** off site.

The purpose of the role

The Head of Finance role at Raised in Bristol will be responsible for the effective financial management of the organisation. Working as a member of the management team in a small company, there is scope to be involved in much more than finance. You'll be working closely with RiB's senior management team working and other members of team to support strategic aims and deliver operational objectives.

Who we are

Raised in Bristol was set up in 2017 to help communities thrive and prosper in challenging times. The survival of community spaces and buildings is under pressure due to funding cuts and our business model is a way to keep some of them open by doing business a bit differently – a social enterprise way.

Raised in Bristol runs children's nurseries in public buildings, paying market rent to the landlord, providing a service for local working families and the youngest members of communities. Then when the nurseries make a profit, it all goes back to the community it came from – and everyone benefits, not just the families who use the nursery.

Roles & Responsibilities

Finance Responsibilities

- Preparation and presentation of monthly Management Accounts to the CFO & CEO, including Balance Sheet reconciliations and cashflow forecasts
- Support the CFO with the preparation of Annual Financial Statements for the company accountants

e: info@raisedinbristol.org.uk
t: 0117 251 0028
w: raisedinbristol.org.uk

Company number: 10390573
Registered in England

Registered Address

Raised in Bristol CIC
16 Orchard Street
Bristol, BS1 5DX

RiB Ofsted: RP554168

- Work with the CFO to ensure that all legislative and regulatory financial reporting requirements are met.
- Responsible for the monthly Payroll, processed by the finance team
- Responsible for ensuring all Financial Policies and Processes are accurate, relevant and adhered to and appropriate financial controls are in place
- With direction from the CFO, bi-annual preparation of detailed ten year budget forecasts
- Completion of CPD training as needed or as legislation dictates
- Playing a key role in liaising with both internal and external stakeholders.

Management Responsibilities

- Line Management of the Finance team (Finance Assistant(s))
- Full annual review of departmental policies and processes, including Finance & HR, supporting other departments and liaising with the Brand Manager
- Manage the contracts pertaining to the Finance role, such as IT and Software
- Provide management Information on key areas of performance including Identifying and communicating trends
- Ensuring the organisations policies, procedures and internal controls are implemented and updated accordingly
- Identifying and mitigating risk to effectively detect and prevent fraud and adhere to insurance policies
- Management and implementation of any new software and/or more effective working systems
- Provide timely Information to the Operational Team, assisting and supporting the team with monthly reviews.
- Maintain a positive, collaborative, supportive and efficient working culture

Other responsibilities

- Act as an ambassador for the organisation and conduct yourself to a high professional, ethical and moral standard.
- Work within the organisation's policies and procedures and uphold its ethos and core values.
- Some evenings and occasional weekend work may be required.
- Attend meetings away from normal place of work, when required
- This job description is not exhaustive and will be periodically reviewed, in consultation with the post holder and amended in light of the changing needs of the organisation

e: info@raisedinbristol.org.uk
t: 0117 251 0028
w: raisedinbristol.org.uk

Company number: 10390573
 Registered in England

Registered Address
 Raised in Bristol CIC
 16 Orchard Street
 Bristol, BS1 5DX

RiB Ofsted: RP554168

Person Specification

Key Area	Essential	Desirable
Education & Training	CIMA/ACCA or equivalent professional accountancy qualification Minimum 3 years practical experience of working in a finance position with responsibility Payroll qualification or equivalent experience	Ongoing CPD
Skills & Experience	Good standard of English – spoken and written Strong written communication and the ability to present (verbal and written) Advanced Microsoft Excel skills & technical knowledge of IT systems and software including cloud based accounting software Ability to communicate financial information to a non-financial audience and support their learning Experience of dealing with and maintaining relationships with senior stakeholders at board level Experience of managing a team	Design thinking Experience of a growing business Identifying trends through multiple lenses
Knowledge	Commercial knowledge and understanding Knowledge of statutory requirements and legislation Experience and understanding of social enterprise business models and principals	Understanding of the social enterprise business model
Personal Attributes	Honest and reliable Dynamic and innovative Accountable and able to use initiative and take responsibility Resilient, flexible and ready to embrace change and development Able to build and maintain relationships	An interest in making profit for a whole community rather than private individuals Ability to see the big picture

e: info@raisedinbristol.org.uk
t: 0117 251 0028
w: raisedinbristol.org.uk

Company number: 10390573
 Registered in England

Registered Address
 Raised in Bristol CIC
 16 Orchard Street
 Bristol, BS1 5DX

RiB Ofsted: RP554168