



EARLY YEARS ALLIANCE  
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>LEAD FINANCE OFFICER</b>
<b>BASED:</b>	<b>To be discussed at interview</b>
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	<b>Director of Finance</b>
<b>RESPONSIBLE TO:</b>	<b>Business Development Director</b>
<b>RESPONSIBLE FOR:</b>	<b>Finance Officer</b>

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**JOB PURPOSE:**

To effectively support the income generation strategy within the directorate through the development of effective budgets and financial management of contracts. To manage the Finance Officer and maintain the financial records of the Business Development Directorate within the procedural framework of the charity and as directed by the line manager.

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**SAFEGUARDING REQUIREMENT:**

The Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

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**MAIN DUTIES:**

1. To manage staff as directed in line with the Alliance's induction, probation and supervision policies and procedures.
2. To maintain accurate financial records using the Alliance's finance software to support the administration, maintenance and development of the Business Development Directorate.
3. To raise invoices as appropriate and maintain credit control.
4. To support the Finance Manager to ensure that VAT is charged and recovered in line with the charity's VAT partial exemption method.
5. To carry out month-end and year-end procedures in conjunction with the Finance Manager in the Finance department.

6. To assist the Finance Manager with the annual audit of the charity's accounts in relation to the activity within the Business Development Directorate
7. To review the content of Microsoft Dynamics 365 in relation to the effective maintenance of the contractual information of projects within the Business Development Directorate.
8. To produce financial information to be used by the Business Development Directorate in reports to funders.
9. To attend contractual meetings with funders in relation to financial monitoring and reporting as directed.
10. To produce budget information to be used for grant, tender and other funding applications.
11. To develop and maintain tools to assist with the pricing of products and services.
12. To liaise with the Business Development Director and Business Development Senior Managers, to ensure management information is accurate and reflects the activity of the projects.
13. To liaise with the Director of Finance to ensure that the Business Development Directorate is complying with all finance regulations and procedures including audit planning.
14. To support the Business Development Senior Managers with the budgetary process annually and for all new projects.
15. Always comply with the Alliance policies and procedures, including those relating to anti corroboration and bribery, data protection, health and safety, probation, safeguarding, signing powers for contracts and agreements, supervision and whistleblowing. This is not an exhaustive list.

## **GENERAL DUTIES**

1. To produce both verbal and written reports as directed.
2. To attend meetings as directed which will include occasional evenings.
3. To attend all mandatory and other in-service training as required.
4. To carry out such tasks and duties as may reasonably be required.

## **EQUALITIES:**

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti-racism issues.

## **POLICIES AND PROCEDURES:**

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

*This job description is not an exhaustive list of duties, and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.*

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## **PERSON SPECIFICATION:**

### **Essential Criteria**

1. Proven knowledge and experience of book-keeping.
2. Demonstrable experience of effectively using finance systems.
3. Proven experience of monitoring and setting budgets and financial reporting.
4. Able to demonstrate excellent IT skills using Microsoft Office packages (or similar) and databases with intermediate or advanced Microsoft Excel skills.
5. Experience of managing staff to set objectives and performance management.
6. Good organisational skills, a methodical and accurate approach and the ability to work to deadlines.
7. The ability to establish rapport and credibility with internal and external stakeholders.
8. The ability to interact effectively with a wide range of people from a range of different backgrounds.
9. Proven ability to communicate effectively in person and in writing.
10. Ability to work on own initiative and to work as part of a team.
11. Commitment to attend training as required.
12. Commitment to the aims and strategic objectives of the Early Years Alliance.
13. Understanding of and commitment to safeguarding and equality and diversity and how this is applied in the workplace.

**Core management competencies** - Please refer to Appendix 1 for details of the core management competencies that managers are expected to work to.

- Leadership
- Managing people
- Managing teams



- Communication
- Customer awareness
- Problem solving
- Planning and resource management
- Taking care of yourself

**Desirable Criteria**

1. Knowledge of VAT
2. Knowledge of the voluntary sector
3. Accounting qualification such as AAT

**TERMS & CONDITIONS:**

**Grade: 5A**

**Salary Range:** £36,853 – £41,334

**Hours:** 35 hours per week, 52 weeks

**Annual Leave:** 25 days annual leave plus 8 bank holidays (pro rata)

This post is not exempt from the Rehabilitation of Offenders Act (1974) and does not require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

**Pension:** The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

**JOB DESCRIPTION SIGN OFF**

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:



Date:

## Core Management Competencies

### Leadership

- Has a good understanding of the charity's vision and strategy and inputs effectively into the operational plan for their team/department/DSP/Business Hub.
- Thinks strategically and clearly relates goals and actions to the strategic aims of the charity.
- Communicates the need for quality and continuous improvement and influences good practice through own example.
- Inspires people to deliver results, high standards and sets clear objectives for self and the team, taking appropriate and timely action to ensure targets are achieved.
- Creates and supports a culture of creativity, innovation and critical thinking throughout all activities and employees within areas of responsibility.
- Manages change effectively and clearly communicates the need for it to the team, providing them with support to effect it.
- Understands the need to safeguard all children in the context of his/her role and ensures the team understand safeguarding responsibilities relevant to their roles.

### Managing People

- Is effective at recruiting, developing and motivating a diverse range of people.
- Clearly informs employees of their tasks and responsibilities, ensuring employees understand and work in line with the charity's policies and procedures.
- Holds regular one to one meetings, sets and monitors S.M.A.R.T objectives and gives constructive feedback designed to improve future performance.
- Delegates effectively and adopts a management style which encourages trust, collaboration, commitment and enthusiasm in order to gain high levels of performance from all employees.
- Encourages and stimulates others to make the best use of their talents to develop further using coaching techniques.
- Acknowledges and records achievements; gives praise where appropriate.
- Adapts his/her management style as the situation necessitates.
- Supports staff to achieve a good work/life balance which includes regular breaks, the opportunity to disconnect and to participate in enjoyable activities.
- Offers support to enable staff to take care of themselves, both physically and mentally.

### Managing Teams

- Knows the team's strengths and abilities and makes best use of the talents of employees.
- Supports the development of his/her team through regular discussion and team meetings which encourage two-way communication and sharing of ideas and expectations.
- Deals effectively and openly with negative issues and conflict and builds a team which has respect and consideration for each other's role.
- Coaches and motivates the team to strive towards contributing to the achievement of the strategic plan.
- Fully involves team in forthcoming issues so that individuals and team goals can be anticipated and planned together.
- Ensures that his/her team works in collaboration with other teams across the charity.
- Creates a learning and supportive environment.

### Communication

- Communicates in a variety of ways with people at all levels and adopts a communication method appropriate for the listener or audience.
- Actively listens, asks questions, clarifies points and establishes a mutual understanding.
- Presents information clearly, concisely and confidently to individuals and groups.
- Communicates complex ideas, problems and difficult messages in ways that promote understanding.
- Uses excellent communication skills to negotiate, influence and persuade others.
- Is aware of non-verbal communication in self and others.
- Makes full use of IT to communicate effectively and uses social media responsibly, in line with the charity's policies and procedures.

### **Customer Awareness (internal and external service users)**

- Understands the environment in which the charity operates and the impact on its customers.
- Understands the diverse needs of customers that use our services and proactively strives to provide a service that is flexible and responsive to their changing needs.
- Uses feedback mechanisms to evaluate and review services to consistently deliver a high quality service.
- Strives to produce real improvements in the way services are delivered to customers.
- Creates and maintains meaningful relationships and understands collaborative and partnership working.
- Deals with the concerns of customers in an appropriate manner, in line with Charity's policies and procedures.
- Is mindful of professional boundaries when interacting with customers.

### **Problem Solving**

- Identifies and acknowledges problems and critical issues in a timely manner.
- Analyses relevant data and information and tests assumptions in order to deliver the best solutions whilst keeping a clear focus on key issues and goals.
- Anticipates and reviews problems in order to ensure contingency plans are in place.
- Collaborates with others in order to draw on their expertise to achieve best possible outcomes.
- Makes decisions that minimise organisational financial loss, loss of reputation or legal challenges.

### **Planning & Resource Management**

- Effectively manages self.
- Being proactive in seeking out new initiatives which deliver desired outcomes.
- Demonstrates sound knowledge of financial management and business planning.
- Obtains and allocates resources sufficient to meet objectives and manages resources and skills well.
- Produces effective plans that have clear priorities, realistic milestones, sound review mechanisms and takes into account all available information.

### **Taking Care of Yourself**

- Manages work/life balance and can disconnect outside of work time.
- Builds in physical activity, and fresh air where possible, into daily routine.
- Recognises that it is important to take regular breaks to maintain mental wellbeing.

- Acknowledges, and is open and honest around needs for workplace support and flexibility; considers the needs of others.
- Demonstrates resilience when managing personal challenges and seeks help when necessary.
- Takes time to do something enjoyable every week.