



Working to end violence and abuse.

## Role Profile

<b>Job Title:</b>	<b>Head Of Finance</b>			
<b>Grade:</b>	9 - 10			
<b>Salary:</b>	£44,800 - £50,400 (DOE)			
<b>Hours:</b>	35			
<b>Contract Type:</b>	Permanent			
<b>Location:</b>	Kent-based & Hybrid Working			
<b>Responsible to:</b>	CEO			
<b>Responsible for:</b>	Finance Team & Data/IT Team			
<b>Committed</b>	<b>Curiosity</b>	<b>Connected</b>	<b>Collaborative</b>	<b>Compassionate</b>

### Background

Oasis is a passionate and ambitious organisation committed to tackling the causes and consequences of domestic abuse on families. We are known in Kent & Medway for our dedicated, independent services supporting the cause with a local focus for many years.

### Overall:

We provide an efficient service for families affected by domestic violence and abuse across Kent and Medway. These families and individuals will have a range of needs, and our client support work is needs-led, risk-focused, and trauma-informed with a focus on developing individual resilience. We work with clients in a range of settings. We provide group work and all support colleagues are expected to be capable of integrated working in the wider social system.

Colleagues are expected to work flexibly as needed by service demands, including evenings and weekends. You might also be part of the organisation's on-call rota. This rota is planned well in advance, and most colleagues are scheduled only a few times a year. This gives you plenty of notice to prepare or make any necessary arrangements.

## **Purpose of the role**

To support Oasis' work in helping those affected by domestic abuse by managing the financial and technical operations of the organisation.

This includes supplying accurate and timely management information, implementing any financial controls to ensure the integrity of the data, and ensuring a high level of operational effectiveness.

This role might suit a chartered accountant (1-2 years PQE) with experience of charity accounts, or someone with national charity experience.

## **Head Of Finance - Kent**

The Head Of Finance for Oasis is responsible for playing a key role within the Senior Management Team and will help us build a strong team. Oasis is looking for someone to grow the culture and take a supportive lead in these key areas as we prepare for further growth as an organisation.

The successful candidate will share our values and will be committed to building a solid foundation for our financial and operations processes, enabling us to succeed as an organisation in our ambitions.

You will need to be comfortable taking the initiative and working independently, whilst able to build strong relationships across all levels of the organisation.

Attention to detail, discretion, and outstanding communication skills are all critical to success in this role, as well as the ability to prioritise effectively and manage a varied workload.

As well as providing financial expertise to deliver high-quality financial controls and management in budgeting, quarterly forecasting, and monthly reporting.

## **Key Responsibilities**

1. Oversee all aspects of the charity's finances and ensure that our financial systems run efficiently and properly as per Charity SORP and in line with any funder obligations.
2. Lead and coordinate the development and organisation of the financial controls and planning process; oversee its delivery and evaluation.
3. Oversee the day-to-day financial management and cash flow of the organization working closely with the CEO, Operations team, and Finance Sub Committee.
4. Continually improve our financial systems and procedures, streamlining internal processes to ensure they are effective and safeguard the finances of the organisation.
5. Administer online banking and investment portfolio; authorise payments.
6. Prepare quarterly and year-end schedules, accounts, end-of-project accounts, and work with the appointed accountants to ensure the Accounts are completed, approved, and filed on time. Coordinate production of the annual report.
7. Prepare and deliver regular management information including finance reports, budgets, grant and contract financial information, and management accounts. These may be periodic, quarterly etc.
8. Forecast expenditure, manage reserves, and oversee unplanned spending in accordance with departmental authorisation levels.
9. Lead the development of the annual organisational budget in liaison with the CEO and Senior Management Team.

10. Provide financial expertise on the production of fundraising/tendering application budgets and reports.
11. Support CEO with oversight of risk management processes
12. Maintain the asset register and insurance.
13. Lead the end-to-end audit process, acting as the primary point of contact for external auditors to ensure smooth, timely, and compliant audits.
14. Be an active member of the Finance Sub Committee, prepare reports for those meetings, and build and maintain relationships with the financial experts on the board.

Strategic:

15. Develop team budgets and KPIs for each team; monitor and report progress to the Leadership Team and Board of Trustees.
16. Work with the Head of Business to produce appropriate financial models for tenders and compile accurate budgets that account for full cost recovery in tender applications and proposals.
17. Contribute to the development, implementation, and review of Oasis' Strategic Plan.
18. Be an active member of the Senior Management Team.
19. Work closely with management and trustees to provide and develop financial and operational expertise; contribute appropriately to the development and management of organisational strategies, service proposals, and development of the organisation.
20. Lead on the appropriate understanding and training at each level of the organisation on how operational and financial systems work and support their role.
21. Ensure that financial and operational policies and procedures meet the highest standards, reflect the charity's ethos effectively, and support the organisation's strategic development and sustainability.
22. Be proactive in reviewing and evaluating your own performance and identifying and acting upon areas for improvement and development.
23. Line manage the Finance Team, carrying out 1-1 supervision and annual reviews, competency assessments, and learning plans, and delegate tasks and responsibilities to them as appropriate.
24. Attend and participate in team meetings, and other meetings (including evenings and weekends) as required.
25. Follow Oasis' policies, procedures, and performance expectations.
26. Perform any other duties consistent with the role and/or reasonably required.
27. Implement Oasis' Equality, Diversity, and Inclusion Policy in all functions of the post.
28. To maintain confidentiality in line with organisational policy in relation to service users, colleagues, and business-sensitive information.

### **Review arrangements**

The details contained in the role specification reflect the content of the job at the date the document was prepared. It should be remembered, however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, we expect to revise this role specification from time to time and consult with the postholder at the appropriate time.

**Oasis Domestic Abuse Service is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

Person Specification	Essential	Desirable
<b>1. Experience</b>		
Significant experience working in a finance role in an organisation with a turnover of £1m or more	Y	
Hands-on experience in maintaining a financial software package	Y	
Experience working with financial systems to prepare financial reports and management accounts	Y	
Leadership and line management experience	Y	
Experience working in a non-profit sector		Y
<b>2. Knowledge &amp; Qualifications</b>		
A relevant qualification, such as ACA or ACCA		Y
Current knowledge of charity accounting including Charities SORP (FRS 102)	Y	
Continued commitment to personal and professional development	Y	
Excellent IT literacy, including experience of Microsoft Office software and advanced skills in using Excel	Y	
Excellent knowledge and understanding of bookkeeping, general financial and accounting principles in practice	Y	
Understanding of social housing finances and housing benefits.		Y
Principles of database management		Y
<b>3. Capabilities &amp; skills</b>		
Ability to manage own workload effectively and take initiative when working independently	Y	
Good communication skills and an ability to be proactive in providing advice and guidance to the team	Y	
Highly organised with a methodical and thorough approach to work	Y	
Experience with Quickbooks/Xero accounting package		Y

Experience in preparing budgets and finance reports relating to project grants/restricted funding from a range of donors and funders		Y
Experience in setting up or transitioning to new a database(s)		Y
<b>4. Other</b>		
Candidates must be willing to undergo an Enhanced Disclosure & Barring Service check	Y	
Evidence of qualifications listed on the application form	Y	
Full driving license and access to use of own vehicle (subject to the provisions of the Disability Discrimination Act 1995).	Y	



<b>Personal Skills</b> determine how we manage ourselves	<b>Self-awareness</b> knowing one's internal states, preferences, resources and intuitions	<b>Emotional Awareness</b> Recognising one's emotions and their effects
		<b>Accurate Self-Assessment</b> Knowing one's strengths and limits
		<b>Self-confidence</b> A strong sense of one's self worth and capabilities
	<b>Self-regulation</b> managing one's internal states, impulses and resources	<b>Self-Control</b> Keeping disruptive emotions and impulse in check
		<b>Trustworthiness</b> Maintaining standards of honesty and integrity
		<b>Conscientiousness</b> Taking responsibility for personal performance
		<b>Adaptability</b> Flexibility in handling change
	<b>Motivation</b> emotional tendencies that guide or facilitate reaching goals	<b>Innovation</b> Being comfortable with novel ideas, approaches and new information
		<b>Drive</b> Striving to improve or meet a standard excellence
		<b>Commitment</b> Aligning with the goals of the organisation
		<b>Initiative</b> Readiness to act on opportunities
		<b>Optimism</b> Persistence in pursuing goals despite obstacles and setbacks

<b>Social Skills</b> determine how we handle relationships	<b>Empathy</b> awareness of others' feelings, needs and concerns	<b>Understanding Others</b> Sensing others' feelings and perspectives, and taking an active interest in their concerns
		<b>Developing Others</b> Sensing others' development needs and bolstering their abilities
		<b>Task Focus</b> Anticipating, recognising and meeting client needs
		<b>Cultivating Diversity</b> Cultivating opportunities through different kinds of people
	<b>Social Skills</b> adeptness at inducing desirable responses in others	<b>Political Awareness</b> Reading a group's emotional currents and power relationships
		<b>Influence</b> Wielding effective tactics for persuasion
		<b>Communication</b> Listening openly and sending convincing messages
		<b>Conflict Management</b> Negotiating and resolving disagreements
		<b>Leadership</b> Inspiring and guiding individuals and groups
		<b>Change Catalyst</b> Initiating or managing change
		<b>Building Bonds</b> Nurturing instrumental relationships
		<b>Collaboration &amp; Cooperation</b> Working with others towards shared goals

			<b>Team Capabilities</b>	Creating group synergy in pursuing collective goals
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