

Job Description

Job title:	Head of Finance and Project Governance
Reports to:	Director of Finance and Resources
Salary Range:	Grade Point 10 - £50,811 to £56,457
Location:	London

About the Early Intervention Foundation

The Early Intervention Foundation (EIF) is a young, dynamic and ambitious charity established in 2013 to champion and support the use of effective early intervention to improve the lives of children and young people at risk of experiencing negative outcomes.

As a member of the government's What Works Network, EIF has a pivotal role as the go-to source for evidence and advice on early intervention for children and young people. We have a responsibility to communicate 'what works' in a way that is robust and transparent in its use of evidence, and also relevant and accessible for national and local audiences, including policymakers, public service commissioners and managers, and frontline practitioners and service providers. Our work extends across a range of social policy and service areas, including health, education, families and policing.

Our work is delivered through an ongoing portfolio of projects. These projects are funded through grants and contracts with a range of organisations, including central government departments, local authorities, non-departmental bodies, research organisations and the voluntary sector.

We are a small charity with around 25 members of staff. To find out more about EIF visit our website at www.eif.org.uk

Job purpose

Reporting to the Director of Finance and Resources the role will manage the finances of the charity with routine monthly, quarterly and annual tasks. It will also provide intellectual leadership and oversight of project governance. The charity delivers a number of complex and multi-faceted projects annually, which require monitoring (for financial and non-financial performance indicators) and progress checking. This role will play a key role in overseeing the planning and resourcing of the organisation and its ability to deliver to funders requirements.

Overall, this is a role for a meticulous finance professional with experience of charity fund accounting, who also has good interpersonal skills and a genuine interest / background in project management.

Responsibilities

Financial Management

- Month end tasks, journals and reconciliations (as assigned)
- Joint working with Head of People to collate monthly payroll (changes) and liaison with out-sourced payroll bureau.
- Monthly management accounts production and other reports as required.
- Restricted Fund management and analysis (including the development and maintenance of coding systems that support the reporting of restricted funds).
- Preparation of expenditure reports for grant claims – as required
- Oversight of project costs and budgeting / forecasting of income / expenditure

Financial Administration

- Receive invoices from staff / inbox, ensure these are properly authorised and submit for processing by Albert Goodman
- Preparation of routine payment runs.
- Invoicing (as required/requested) for grant instalments and other contract work and chasing these for payment.
- Manage and direct the Office Assistant to support / cover these tasks as appropriate

Business Systems

- Maintenance of Xero (general ledger) including chart of accounts
- Maintenance and monitoring of Toggl (time sheet) system
- Introduction of new software (such as Power BI) to collate and report key performance indicators from across the organisation.
- Reporting from all systems
- Periodically evaluate systems and transition to new software as required.

Project Governance

- To take responsibility and oversight of project management systems for projects across the organization.
- Maintaining and improving best practice project management systems, suitable for the size and nature of the charity.

- Line Management of the Project's Co-ordinator who is responsible for maintenance of these project management processes/systems – e.g. set up new projects, issuing PID templates, reviewing plans / budgets and closing down projects.
- Oversight of a resource management system administered by the Projects Co-ordinator – allocating staff to projects based on skills and ensuring resource clashes and / or capacity issues are reported upwards in a timely fashion.
- Regular meetings with project leads, monitoring project budgets and checking compliance with both the charity's systems and funder requirements.
- To report on project progress to senior management and to attend monthly Project Board.

General

- To assist the Senior Management Team with business planning.
- To assist the Funding and Partnerships Manager with reporting to funders
- Leading induction / training for staff in the use of systems and compliance
- Co-responsible for EIF Fixed Costs budget with Head of People including oversight of contracts with suppliers

Person specification – personal attributes

- Possess and exercise the highest integrity
- Flexible and adaptable with an ability to identify key priorities
- Excellent interpersonal skills
- The ability to work effectively in a team and independently
- Ability to use own initiative and contribute new ideas
- An outstanding attention to detail and levels of accuracy

Person specification – skills/experience

Essential Experience / Qualifications

- Qualified CCAB Accountant with minimum of 3 years post-qualification experience, including knowledge or / experience in charity fund accounting.
- Experience in a similar position with line management
- Demonstrable experience of improving systems (finance and non-finance) and establishing new, effective systems (including transition to new general ledger systems and re-designing chart of accounts)
- Track record of driving changes or improvements to policies and procedures

- Experience of managing contracts (e.g. out-sourced support for finance, payroll or other operations functions)
- Excellent IT skills, including experience, in particular Word, Excel, PowerPoint and Outlook

Desirable Experience / Qualifications

- Excellent project management skills, ideally including a qualification or training in project management
- Familiarity with resource management systems and / or project management software.