

Job Description and Person Specification: Head of Finance

Job title: Head of Finance

Hours: Part-time, 28 hours per week (0.8 FTE)

Salary: Circa £45k (FTE)

Working pattern: Hours worked over 4/5 days within core business hours and with flexibility to attend required meetings.

Location: Hybrid working with expected travel to our offices in Holborn on average once a week (Travel expenses not included).

Responsible to: Director of Governance

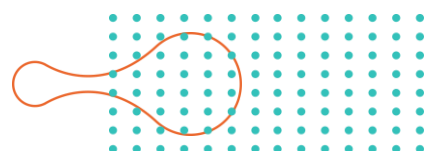
Working relationships: Working closely with the Chief Executive Officer, Head of Legacies (Finance qualified), Head of Business Support and Honorary Treasurer.

BACKGROUND

The Epilepsy Research Institute serves as the central hub for the epilepsy research community. Our mission is to radically advance research into the causes, prevention and treatment of epilepsy and associated conditions.

The Institute aims to strengthen the epilepsy research ecosystem by driving strategic investment and developing partnerships and collaborations between academia, the NHS, industry, funders, patient groups and people affected by epilepsy. Central to all we do is a culture of advocating and actioning the research priorities of people affected by epilepsy.

Underpinning our strategy are six themed research programmes, each with a task force group led by leading UK scientists and clinicians. These research themes are driving a programme to secure large-scale research investment which will feed into an overall roadmap for research into epilepsy.



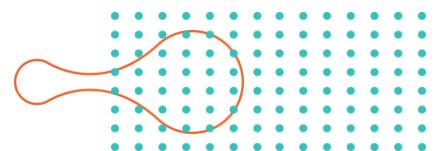
The Institute is building an ecosystem that will attract the best researchers, foster an ambitious and inclusive culture of collaboration and enable research into epilepsy to flourish.

JOB PURPOSE

The Head of Finance is responsible for all aspects of financial management of the Institute ensuring accurate accounting, annual and management accounts, research awards, budgets and management of cash resources. As well as coordinating our strategies to increase return on investments the postholder also plays a key role in providing regular reports and information to the Board and staff team. To do this effectively they will, liaise with the Honorary Treasurer, Finance and Audit Committee, payroll provider, pension supplier and auditors etc.

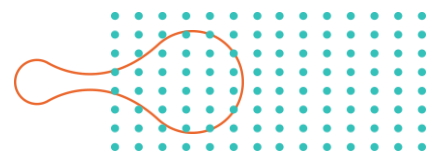
KEY RESPONSIBILITIES

1. To work with the Chief Executive Officer (CEO) and staff to prepare business plans, quarterly management accounts, annual budgets and forecasts as required to meet the needs of the Board and other Stakeholders.
2. To assist staff in the preparation of budgets; prepare reports allowing staff to control and report on financial aspects of their areas of responsibility.
3. To provide strategic guidance to ensure all business objectives are met by contributing to the Institutes overall business objectives and financial strategies.
4. To provide regular financial reports to meet the Institutes requirements and develop and implement robust monitoring tools to ensure financial targets are met and predict future financial trends. Applying charitable accounting practice/ Charities' Statement of Recommended Practice (SORP).
5. To maintain Xero accounting system, monitor cash flow, process and code all financial information and prepare regular management accounts for the Board, staff and other stakeholders as required.
6. To use, interpret and understand entries on Xero to reflect the current portfolio balance.
7. To set up online banking transactions for approval of the payment of suppliers, salaries and expenses.
8. To work closely with department leads to create systematic processes to monitor and report against forecasted income and expenditure.





9. To maintain recording and report balance of restricted, unrestricted and designated funds; and position against Reserves Policy.
10. To maintain excellent financial records, including ensuring financial information is up to date and available such as bank statements, cash flow position and reserve levels.
11. To understand and support the monthly reconciliation process of income from donor portals, the Institute CRM etc., with bank accounts.
12. To undertake timely review of gift aid claims, working with the Head of Business Support and the Fundraising team.
13. To prepare annual accounts for Board approval and statutory submissions to Companies House and the Charity Commission.
14. To prepare and organise end-of-year files for the annual external audit. Being the main liaison point with auditors for information supply and queries.
15. To produce papers for the Finance and Audit Subcommittee and attend and take minutes of the meetings.
16. To prepare Finance reports and analysis for the Trustee Board Meeting and/or other meetings as required by the CEO, presenting the information when requested to do so.
17. To work with the pension scheme provider to maintain records. Ensure compliance with auto-enrolment.
18. To maintain and monitor the external contracts and suppliers in conjunction with Head of Business Support to ensure these are effective and deliver on service agreements.
19. To work in close partnership with the Director of Governance, to develop, maintain and implement all necessary policies and procedures to ensure sound financial management and effective controls.
20. To assist the Director of Governance with the identification and monitoring of risk.
21. To be responsible for the ongoing financial management and oversight of funded research awards from set up to reporting. Maintaining effective relationships with academic providers through ensuring the receipt of timely invoices, checking invoices against funded budget lines, timely payment of invoices as well as escalation to the research team when issues arise.
22. To provide costing of bids and the facilitation of full cost recovery for external grant applications, strategic funding activities and partnership working, including the issuing of invoices.
23. To develop financial policy and procedures, ensuring legal requirements and good practice are observed and adhered to.

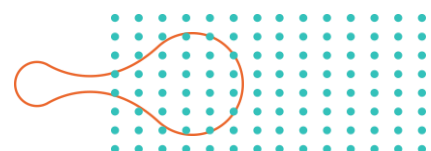


24. To contribute to the development of strategy from a financial perspective and advise on the financial implications of strategic decisions.
25. To maintain an overview of the performance of charity investments.
26. To attend and contribute to team and Institute meetings.
27. To work collaboratively with colleagues from other teams across the organisation.
28. To maintain a strict code of confidentiality at all times in relation to your work.
29. To comply with all aspects of Health & Safety responsibilities.
30. To undertake any other duties as reasonably requested as part of your role.

This job description is not intended to be an exhaustive list of duties and responsibilities and will be reviewed and updated as the needs of the Institute evolve.

PERSON SPECIFICATION

| | Essential (E) or Desirable (D): |
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| <p>Qualifications:</p> <ul style="list-style-type: none"> • Qualified management accountant with one of the main accounting bodies. • Membership of relevant Professional Body | <p>E D</p> |
| <p>Experience:</p> <ul style="list-style-type: none"> • Strong track record as a Finance Manager in a charity, academic institution or similar organisation. • Experience of using financial software. • Experience of producing management and annual accounts. • Responsibility for financial management at a daily level as well as company/ strategic level. • Experience in overseeing annual audit processes. • Experience in research or other similar project accounting. | <p>E E E E E E E</p> |





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| <ul style="list-style-type: none"> • Experience in processing gift aid claims. • Experience in dealing with charity/ company investments. | <p>E D</p> |
| <p>Skills and knowledge:</p> <ul style="list-style-type: none"> • Expert user of spreadsheets. • Use of Xero or other accounting software. • Good working knowledge of Charities’ Statement of Recommended Practice (SORP). • Knowledge of relevant legal and regulatory frameworks. • Knowledge of VAT issues for charities. • Excellent communication skills, verbally and in writing. • Knowledge of good governance and compliance. • Ability to convey financial information to those without a financial background. • Sound IT skills. • Project Management Skills | <p>E E E E D E E E E E E</p> |
| <p>Personal competencies:</p> <ul style="list-style-type: none"> • Ability to work effectively with the staff team, trustees and external stakeholders. • Takes responsibility for own work within the overall goal, shows flexibility and positive attitude. • Takes timely decisions and seeks ideas from others regardless of hierarchy. • Strong ethics with the ability to manage confidential information. • Able to work to deadlines. • Keen eye for detail! | <p>E E E E E E</p> |

