



OPEN AGE JOB DESCRIPTION

Title:	Head of Finance and Operations
Responsible to:	CEO Open Age
Location:	Royal Borough of Kensington and Chelsea and Westminster
Hours:	35 Hours

JOB PURPOSE

This is a key position on the Senior Leadership Team (SLT) responsible for supporting the Chief Executive in managing the strategic and accountability frameworks across all areas of the Open Age Operation. With a strong focus on finance, this role will also take accountability for fundraising, IT and Human Resources and administration.

ROLE RESPONSIBILITIES

Finance

- Overall responsibility for the development and implementation of Open Age's financial strategy.
- Developing, maintaining and monitoring the financial systems of the organisation to ensure the production of accurate:
 - Day to day financial reporting
 - Project budgets
 - Cash flow and forecasts
 - Monthly management accounts
 - Preparation of the annual accounts prior to audit and ensuring funds are invested correctly
 - Reports to funders
 - Ensuring compliance to with contract for service delivery held with local and central government, CCGs and other bodies
- Overall responsibility for all elements of preparation of staff payroll, petty cash and banking of donations and activity fees and the credit control process and ensuring these are done in an effective and timely manner.
- Negotiating competitive rates with external suppliers.
- To work with the CEO to develop, co-ordinate and monitor all costings for bids, projects and core budget

Income Generation

- Assisting in the costing of projects for funding applications.
- Overall responsibility for the fundraising strategy and to generate income for Open Age from new sources.

Facilities management, Office Administration, IT and HR

- Accountability for the collection of data and data protection controls across all areas and systems.
- Managing the relationship with our outsourced IT provider to ensure IT requirements are met and that the servicing and maintenance of our network is up to date.
- Working alongside the CEO on our Human Resources strategy, ensuring we are compliant in all areas of employment legislation and driving the agenda to make Open Age a great place to work.
- Line management responsibility for the Finance Officer, Fundraising Manager, Office Manager and Co-ordinators and all HR activities relating to this.
- Accountable for managing all aspects of facilities management across the Open Age estate e.g. ensuring all insurances and lease agreements are in place, liaising with landlords and NHS property services.
- Work with the CEO to seek out new areas for expansion of the Open Age estate

PERSONAL ATTRIBUTES AND EXPERIENCE

- Flexibility and the ability to manage time effectively whilst juggling multiple tasks.
- Excellent attention to detail.
- Excellent interpersonal skills and the ability to build great relationships with external stakeholders, our trustees and funders and our partners and members.
- Excellent communication skills recognising the need to raise awareness and grow our offerings through presentations to a variety of stakeholders.
- A proven track record of successfully managing all aspects of an operation and delivering successful outcomes.
- Experience of managing change and growth.
- Some fundraising experience would be an advantage.
- A degree in Finance or Business Administration would be advantageous.
- Experience of a senior leadership team role is essential, as well as having managed a direct team and promoting high performance.