

**Title:** Head of Finance and Premises

**Reports To:** Chief Executive

**Responsible for:** Finance Officers

**Hours of work:** Up to 35 hours per week, flexible by arrangement

**Salary:** Up to £45,000 pa FTE, depending on qualifications and experience

**Job Summary:**

Reporting to the Chief Executive, and as a member of the Senior Management team, the post holder will be responsible for an effective financial management strategy, manage all internal and external financial, regulatory and performance reporting and contribute to the charity's strategic goals. The post holder will also be responsible for administrative services, information technology, facilities management and legal affairs.

**Charity Profile:**

Great Western Air Ambulance Charity provides air ambulance and critical care services across Bristol, Bath and North East Somerset, South Gloucestershire, Gloucestershire and North Somerset. On average, we attend 5 incidents a day - prioritising the most critical patients. We were tasked to 1,824 incidents in 2017, and need to raise over £3 million in donations each year to run our service.

From fundraisers and managers to Specialist Paramedics and Critical Care Doctors, we are a team, working to save lives that would otherwise be lost. The job can be high pressure, but is deeply satisfying, and every member of the team is committed to this service, and to saving as many lives as we can. This role will be pivotal in enabling the charity to continue our life-saving work.

**Main responsibilities:**

**Finance**

- Be the strategic lead for all finance matters, including financial planning, budgeting, reporting, cash flow, investment priorities and decisions, VAT, tax, Gift Aid and financial policy matters.
- Work collaboratively with the Board, CEO and other staff as required to ensure the charity's finances and related processes are effective, efficient and fit for purpose.
- Be responsible for the fiscal activities of the charity and any retail operations, implementing agreed decisions and working on own initiative in accordance with the Scheme of Delegation
- Be responsible for filing all legal and regulatory documents, information returns and general compliance with relevant laws and regulations.
- Oversee, direct, and organise the work of the finance team
- Provide analytical and statistical support, including development of internal reports on financial, operational and fundraising performance as required.

**General Management**

- Contribute to the achievement of strategic objectives and the overall management of the charity.
- Maintain communication, keeping the CEO and Board of Trustees informed of key issues.
- Oversee risk management, regulatory requirements, contractual and legal activities, including leases and insurance.
- Manage own staff team effectively, ensuring high performance and motivation.
- Provide oversight for ICT systems, ensuring the ongoing maintenance, updating and effective use of systems and infrastructure, including hardware, software and applications.
- Manage the charity's premises, including health and safety, contracts and general facilities, ensuring that they are safe, effective and welcoming places to work
- Represent the organisation externally, as necessary, particularly in banking, legal and lease negotiations.
- Act as an advocate externally for issues relevant to GWAAC.

**Key relationships**

- Chief Executive, Head of Fundraising, Head of Communications
- Board of Trustees
- External contractors e.g. ICT, facilities management

**Person Specification:****Essential**

- Financial acumen, with qualifications and significant experience gained within a similar role where responsibility has been held for the financial activities of an organisation
- Experience in managing the physical environments occupied/used by the charity
- A broad knowledge of legislation relevant to the running of a charity and limited company
- Good, current ICT knowledge, including advanced Excel skills
- Excellent communication and team working skills, with attention to detail and high personal standards.

**Desirable**

- Fully qualified accountant status and registration
- Experience of a similar role within a charity
- Formal facilities management experience
- Experience in developing ICT systems to support the organisation's activities
- Experience of running trading or retail operations
- HR expertise
- Full UK driving licence