

Finance Director

Role Description and Person Specification

Hours:	Occasional: reports quarterly and annual accounts.
Remuneration:	Expenses
Employment status:	Volunteer
Responsible to:	The Chair and the Healthwatch Brighton and Hove Board
Tenure:	3 years with a further 3 years through mutual agreement with Board.

Overview

- Oversee the financial affairs of Healthwatch Brighton and Hove and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns and accounts
- Provide Board level support in the assessment of decisions and strategies ensuring sound business practice and providing risk analysis and sensitivity review as required.

Specifics

- Liaise with Board, CEO and other relevant staff, and/or volunteers to ensure the financial viability of the organisation.
- Make staff/Board/volunteers aware of their financial obligations and take a lead in interpreting financial data for them.

- Regularly report the financial position at Board meetings (balance sheet, Income/Expense Statement, Forecasts, etc).
- Oversee the production of an annual budget and propose its adoption at the Board meeting closest to year end.
- Ensure proper records are kept and that effective financial procedures and controls are in place, including: cheque signatories, purchasing limits, purchasing systems, petty cash/float, salary payments, pensions, PAYE and NI payments, pensions.
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with Accountants and other independent examiners.
- Oversee bookkeeping duties.
- Provide costings of potential projects as required.
- Liaising with Accountants on matters related to VAT and/or Corporation Tax.
- Ensuring statutory returns are made to any relevant regulators.
- Lead on the development and maintenance of a reserves policy and safeguard the organisation's finances.

Qualities

- Knowledge and experience of current finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management relevant to HWBH.
- Good financial analysis skills.
- Ability to communicate clearly particularly with Board members and other stakeholders.
- Accounting qualification is desirable but not mandatory.