



Job title:	Head of Finance
Location:	Based at Charlton House and working across Greenwich Heritage Trust's portfolio of property as required
Contract:	Part Time, Permanent
Location:	Charlton House, London SE7
Hours:	.5 FTE (2.5 days per week or 17.5 hours to be worked flexibly)
Salary:	£40,000 per annum pro rata
Reports to:	Chief Executive Officer
Direct reports:	Finance Manager
Criminal Records Check:	Enhanced

The Organisation

Royal Greenwich Heritage Trust (RGHT) was formed in May 2014 to strengthen the management of important historic buildings and community assets in the Royal Borough. These include Charlton House and the Museum and Archive Collections of the borough. Our purpose is to help people find out about the history and heritage of the Royal Borough of Greenwich and surrounding area; to conserve the heritage assets in the Trust's care and ensure that these assets – buildings and landscape, collections and archives – and the history of the Royal Borough are shared with as many people as possible. Our regular activities include learning and participation – formal and informal history and heritage learning activities; visitor services – public access to Charlton House, exhibitions and events; care of heritage assets – working with partners to manage the assets in our care; and working with volunteers.



Main Job Purpose

This post draws a number of tasks together that are critical to the Trust's financial performance and supports the Chief Executive Officer in delivering strategic direction for the Trust.

The Head of Finance has overall responsibility for the management, controls, and monitoring of the financial performance and legal compliance of the Trust.

Competency Framework level 3.

Key Activities

We try to make our job descriptions as straightforward and accessible as possible. They're not intended to set out every duty in detail, but to explain the key responsibilities so that you understand the nature of the job. How you go about doing it will be discussed and agreed between you and your manager on an ongoing basis.

All our team members are additionally expected to work to our Competency Framework.

Leadership and Management

1. Work as a key member of the Senior Leadership Team (SLT), collaborating with and alongside colleagues to provide the strategic leadership required to ensure the Trust's long-term financial viability and efficient operations.
2. Provide guidance to the CEO and the Trustees, to ensure the Trust is an efficient and effective Charity, well financed, well governed and well managed.
3. To lead, develop and manage the Finance team.
4. Attend Board meetings as required to report on financial performance against funders outcomes and key indicators.
5. Contribute to, and support, the conception and development of new projects that will drive business development and income generation opportunities to deliver the Trust's objectives.
6. Represent RGHT authoritatively at a range of high-level meetings, events and conferences.

Finance



7. Lead on the development of annual budgets, financial reports, statutory accounts and regular review and presentation of financial information and management accounts to the Board of Trustees.
8. Ensure timely production of reports for regulatory authorities and effective management of year end processes.
9. To produce journals for month end that inform the balance sheet reconciliations.
10. Ensure all financial policies and procedures meet current legislation and audit requirements.
11. Ensure accurate, timely delivery of payroll services via our Contractor.

Commercial

12. Work with the Head of Commercial and Marketing to oversee the development and delivery of the Trust's commercial activities to generate the maximum possible surplus/profit consistent with safe and sustainable operations and which do not contradict the charitable purpose of the Trust.

General

In addition to the specific duties above, all RGHT employees should be aware of their responsibilities towards the following:

1. To work as part of a team and contribute to the overall aims and objectives of the Trust.
2. To champion and promote the values and behaviours set out in the Competency Framework and act as an ambassador for the Trust.
3. Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role and to improve performance against the Competency Framework.
4. To work flexibly in response to changing organisational needs and be willing to undertake any other duty in line with the level of the job as may be required the Trust.
5. To operate in accordance with RGHT's values, policies and procedures, including but not limited to, Health and Safety, Data Protection, Equality and Diversity and Child Protection.



This is a description of the job as it is presently constituted. It is the practice of RGHT to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are required to reflect the organisation's needs. This will be conducted in consultation with you. It is RGHT's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.

Dated: February 2023



Person Specification

Criteria	Essential or Desirable
A relevant academic or professional qualification or equivalent proven experience	Essential
Proven financial experience with excellent financial management skills	Essential
Understanding of Charity specific finance and legislation	Essential
Understanding of business functions such as IT, HR, evaluation and communications	Essential
Demonstrable competency in Strategic Planning and organisational management, including significant people management experience	Essential
Experienced leader who is able to bring the best out of individuals and teams.	Essential
To have knowledge of QuickBooks	Desirable
Ability to proactively identify and act on new opportunities to support the delivery of key outcomes	Essential
Excellent communication skills: clear, effective and authoritative in spoken communication, high standard of written English, ability to write clearly, logically, concisely and appropriately for all audiences; confident public speaking skills; stakeholder engagement at all levels	Essential
Proven ability to deal with all levels of staff and the general public and build internal and external relationships	Essential
A strategic thinker and cross disciplinary worker who can see the big picture	Essential
Aptitude in decision making and problem-solving, with a solutions focused approach	Essential
Confident to oversee change management, including patience and awareness of the challenges of growing a small organisation through to the next stage of its development	Essential