



Head of Finance

Salary: £45-50k, depending on experience

Closing date: 12 noon on Monday 31st January. We will be sifting applications on a rolling basis.

Department: Operations

Reporting to: Director of Operations

Direct reports: Finance Lead

Location: Remote, with monthly travel to our London Office and occasional overnight stays required.

Contract: Permanent, subject to successful probation review at 3 months.

Terms: We would welcome applications on a full-time or 4-day per week basis.

Benefits: 33 days holiday (inclusive of bank holidays) and additional Christmas closure period. Holiday entitlement increases linked to length of service, employer contribution to pension, interest-free season ticket, cycle and technology loans, employee assistance scheme.

About Voice 21

Voice 21 is the national oracy education charity. We exist to empower every child to use their voice for success in school and life. Our work transforms learning and life chances through talk by increasing access to a high-quality oracy education for those that need it most.

Over the past five years, Voice 21 has grown from operating in a single school in London to a national organisation, with a network of over 600 schools across the country. We are now embarking on our new five year strategy which aims to deepen our impact on outcomes for this generation of children and young people and those to come by significantly increasing the number of Voice 21 Oracy Schools in areas of high need and mobilising a movement of teachers and schools. To help us achieve this, we are recruiting for a number of new roles designed to enable the organisation to reach and support more schools, improve our ways of working and deliver our ambitions.

Role purpose

Over the next year we are projecting that Voice 21 will more than double in income from £1.1m to £2.5m. We are looking for someone who will be able to lead the finance team through this growth to ensure that we are taking care of the day to day running of this function while building the systems and processes, management information and reporting to enable us to scale in line with our 5-year strategy.

Key responsibilities

Financial Planning, Reporting & Management

- Lead and coordinate our annual budgeting and financial planning process, oversee its delivery and reporting

- Act as a finance business partner with budget holders across the organisation to provide training, information and support as required
- Prepare functional and project budgets for the SLT and project owners
- Prepare monthly management accounts, variance reporting and financial information for the Senior Leadership Team (SLT), Finance Committee & Board as required
- Maintain rolling 3-year income and expenditure forecast, working with the Director of Operations
- Maintain up to date cash flow forecast and manage cash investments
- Oversee production of Annual Report and Accounts, including managing the audit process end to end
- Ensure compliance with all appropriate laws, regulations and internal policies
- Act as Secretary and minute taker for Voice 21's Finance Committee

Oversight of day to day finance tasks

- Work with Finance Lead to oversee cash management systems, payroll, bookkeeping, invoicing, payments and banking arrangements
- Work with Finance Lead to ensure all budget holders are supported to manage their budgets and make decisions appropriately
- Manage Voice 21's cash flow and prepare regular cash flow forecasts
- Day to day management of Voice 21's cash deposits through the CAF Flagstone Platform
- Supervise preparation of monthly payroll
- Ensure proper financial controls are operating and ensure compliance with legal and regulatory requirements
- Support the production of fundraising applications, reports and administration
- Provide training, support and Line Management to Finance Lead

Process Improvement, Project Management and Capacity Building

- Lead the identification and implementation of improvements to Finance processes, as agreed with the Director of Operations. This could include improving our Purchase Order and expense approvals process to give greater visibility and ownership of expenditure to budget holders
- Manage one-off projects such as future office moves
- Continually communicate the role of the finance function to the wider Voice 21 team and provide one-off or ongoing training and support packages as required
- Any other task as requested by the Director of Operations

Role Progression

Within 1 month, you'll have:

- Built good relationships with your team and have developed a sound understanding of organisational context and the financial priorities within this
- Audited and reviewed our core systems and processes, making recommendations for their improvement, and ensuring you understand how they work
- Reviewed our annual budgeting and planning process and made recommendations for its improvement

Within 3 months, you'll have:

- Taken ownership of the day to day Finance function, including representing your team in communications with other teams and external stakeholders

- Revised our finance reporting function, and have incorporated these amendments into our monthly reporting process
- Taken ownership of our annual budgeting and planning process and be acting as a business partner to budget holders and other stakeholders

Within 6 months, you'll have:

- Led the 22/23 budgeting process from end to end, culminating in sign-off by the Finance Committee and Board
- Reviewed our PO and Expenses approvals flow and implemented improvements ready for 22/23
- Led a cross-organisational review of financial and reporting requirements and implemented improvements ready for 22/23

From 6 months onwards, we expect for you to be:

- Partnering with the SLT and budget to provide high-quality financial management information and reporting services to inform decision-making
- Driving the financial aspects of Finance Committee and Board agendas, and providing accurate data and compelling reporting to support this
- Fully owning the key responsibilities listed above

This job is for you if you...

- Have a CCAB Finance or Accountancy qualification, or can demonstrate equivalent experience
- Have strong attention to detail with the ability to spot trends and the judgment to understand what's important and what isn't
- Are comfortable with financial modelling with strong excel and data analysis skills
- Possess extensive experience using and improving a finance management system. We use Xero, but equivalent experience is acceptable
- Are extremely proficient at presenting complicated information in a structured way to time-pressed individuals and groups
- A natural relationship builder, able to work with and gain the confidence of people at all levels to help us collaborate across boundaries.
- Have strong organisational and time management skills, able to stay on top of multiple, varied projects and relationships.
- You are passionate about Voice 21's mission and helping us meet our ambitions.

Application details

To apply: please send a cover letter and CV to philsouthern@ivyrockpartners.com with "Head of Finance Application" as the email subject title. Please ensure both documents are no more than two pages and that the focus of your cover letter is on why you want to work at Voice 21 and how you meet the requirements of the JD.

Please also click [here](#) to fill out our Equality and Diversity Monitoring Form

Closing date: 12 noon on Monday 31st January. We will be sifting applications on a rolling basis.

Interview date: Wednesday 9th and Thursday 10th February.



Start date: ASAP

Questions: if you have any questions about the role, or would like to discuss it before submitting an application, please contact Phil Southern at Ivy Rock Partners on philsouthern@ivyrockpartners.com or 07717229627.

Valuing every voice

Voice 21 believes that every voice should be heard and valued and we want to be a diverse and inclusive organisation where everyone, from any background, can thrive and do their best work.

We particularly welcome applications from disabled, Black, Asian and Minority Ethnic (BAME), Lesbian, Gay, Bi, Trans including non-binary (LGBTQ+) candidates, and candidates from low income families. These groups are currently underrepresented at Voice 21 and we are committed to increasing representation and diversity at the charity.