

JOB DESCRIPTION

JOB TITLE	Head of Finance and Operations
LOCATION	Remote with occasional travel as required
HOURS	30 hours (can be worked flexibly over 4-5 days)
SALARY	£60,000 pro rata
REPORTING TO	Chief Executive
RESPONSIBLE FOR	Finance Manager, Operations Manager and Culture and Engagement Lead (Secondment)

Job Purpose

As part of the Senior Leadership Team (SLT), the Head of Finance and Operations provides a pivotal role in the strategic and operational leadership across the core support functions of Music in Hospitals and Care. Through sound management of resources, risk, people, systems and data, this role ensures robust governance, financial sustainability, regulatory compliance and organisational effectiveness enabling the charity to achieve its mission.

The core support functions of the charity include Finance, HR, technology and data, health and safety, and governance.

Main Duties and Responsibilities

Strategic Leadership and Governance

- As a member of the SLT, actively contribute to the development and delivery of the charity's strategic plan, leading on the organisational planning and performance for operational areas.
- Work with the CEO to ensure the Board fulfils its legal, regulatory, and financial responsibilities with effective controls through various Board meetings and sub-committees.
- Lead on the risk management for the charity, working with the Board and SLT to identify, record and mitigate risk.
- Act as the Data Protection Officer for the charity
- Maintain a register of organisational policies, ensuring regular review and Board approval, where required.
- Lead, manage and develop the Finance Manager to oversee day to day financial operations and controls.
- Lead, manage and develop the Operations Manager to oversee day-to-day management of the charity's core support functions.

Finance

- Develop, lead and implement the financial strategy to ensure long-term financial sustainability. whilst managing cashflow, reserves and investments in line with the relevant policies.
- Lead on financial planning, budgeting, forecasting and reporting providing analysis to the CEO, SLT, Board and budget holders to support decision-making.
- Prepare and complete annual accounts and statutory returns ensuring compliance with charity finance regulations, managing relationships with auditors and financial institutions.

Human Resources

- Working with external providers, and advisors, lead on people strategy, including recruitment, retention, performance and people development.
- Ensure legal compliance with employment law and best practice HR policies.
- Manage the Culture and Engagement Lead (Secondment) to support change programmes within the organisation.
- Promote an inclusive and supportive organisational culture, collaborating with other SLT colleagues to embed the actions on the charity's Equality, Diversity, Inclusion and Accessibility (EDIA), leadership development and culture change strategic plans.

Technology and Data

- Working with external provider and advisors, oversee IT infrastructure, cyber security and responsibility for the organisation's data protection compliance (including GDPR).
- Ensure systems are fit for purpose and aligned with the charity's strategic and operational goals.

Health and Safety

- Oversee organisational health and safety strategy, compliance and training.
- Ensure a safe working environment for all staff, volunteers and musicians. This includes the effective management and maintenance of physical workspaces, including for staff hybrid or home working

General

- Deputise for the Chief Executive in their absence as required
- Compliance with Music in Hospitals & Care policies.
- Act with integrity and maintain the highest professional standards at all times.
- Carry out other duties as necessary to meet the needs of the organisation.
- Champion and role model the charity's values, and commitment to equity, diversity, and inclusion.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

PERSON SPECIFICATION

	Essential	Desirable
Experience	Proven senior leadership experience in the charity or not for profit sector. Demonstrable experience of working with Boards and Trustees, Experience in HR, governance, and compliance at a strategic level. Strong financial acumen and experience of preparing annual accounts, budgets, management accounts and financial reports. Leadership and management of a virtual team Proven track record of identification and management of risk.	Chartered accountancy qualification and membership of appropriate professional body
Knowledge and skills	Knowledge of charity finance and reporting Knowledge of charity law, risk management and regulatory frameworks. Strong understanding of digital tools, systems and data governance. Excellent communication skills with the ability to translate financial and performance information into accessible management information Demonstrable understanding of strategies for embedding change into ways of working. Excellent stakeholder management skills. Excellent spreadsheet knowledge and use, alongside good understanding of other office products.	Knowledge of political, economic, social and legal context and factors that influence compliance, statutory and financial reporting in Wales, Scotland and Northern Ireland Good understanding and working knowledge of HR policies and practices. Experience of negotiating, procuring, and managing contracts with service providers. Working knowledge of Sage, Microsoft 365, Sharepoint, Teams, and Beacon.
Personal attributes	Strategic thinker with the ability to focus, align, and deliver, on operational duties.	

	High personal integrity and commitment to upholding values of the charity. Collaborative and inclusive, with the ability to build strong working relationships across teams, projects, and with a variety of stakeholders. Comfortable with change, and able to adapt according to business requirements. Confident making decisions in complex or uncertain environments using evidence and insight. Results oriented, focussing on outcomes and impact, balancing strategic objectives with day to day delivery. Willingness and ability to challenge systems, ask difficult questions, and engage in sector discussions.
Other	Flexibility to work evenings for quarterly board and sub-committee meetings with ability to travel as required.