



<p>Reports to: Chief Executive</p>	<p>Responsible for: 1 x Management Accountant 1 x Venue Manager 1 x Estates Manager 1 x Business Support Manager 1 x Operations Manager (Logistics)</p>
<p>Date: June 2022</p>	<p>Salary band: £52,000-£62,000</p>
<p>Location: Ambleside</p>	<p>Contract: Permanent</p>

Role and Responsibilities

To influence all aspect of the operations and finances of Brathay as a member of the Leadership team.

Responsible for financial and resource management of Brathay and the management of Business Service teams.

Key Tasks
<p>Leadership and Governance</p> <ul style="list-style-type: none"> • Is a member of the Leadership team contributing to strategic and operational decision making • Attends Trustee Board and Committee meetings and is the key interface with the Treasurer • Works with colleagues to design and implement business strategies, plans and procedures • Influences business planning to set comprehensive goals for performance and sustainability • Develops policies that promote Brathay's culture and vision • Work with colleagues to provide and deliver clear vision and leadership to encourage maximum performance and dedication • Reports to the CEO and Trustees in line with the Scheme of Delegation • Contributes to developing activities and key partnerships which support Brathay's mission and purpose • Provides on call cover, responding to emergencies as appropriate
<p>Financial Management</p> <ul style="list-style-type: none"> • Provides financial leadership and ensures Brathay has systems and processes which contribute to financial sustainability • Ensures the organisation operates within a robust business culture • Seek out methods and practices to minimise financial risk • Develops effective management information and reports regularly to colleagues and Trustees on relevant matters • Works with senior colleagues to generate budgets to support the business plan • Develops Brathay's financial model • Oversees effective management of cash and investments



Business Services

- Oversees the operation of the Business Services teams in the provision of a high-quality customer experience (external and internal)
- Oversees the provision by these teams of services that
 - support Brathay’s operational requirements
 - is of consistent quality and compliant with all relevant legislation
- Manages and maintains Brathay’s physical assets
- Oversees the development of Brathay’s IT infrastructure

Compliance

- Ensures the maintenance, development and engagement of appropriate systems for
- Health and Safety, including work in the outdoors; all aspects of catering, hygiene and estates; employment and ancillary activities.
- Management of data (physical and digital) in line with the law and organisational standards, including
 - Applicable GDPR
 - Data protection
 - Cyber Essentials/Cyber Essentials plus
- Holds the role of Senior Information Risk Owner (SIRO)
- Maintaining the systems necessary for various quality marks, accreditations and customer contracts.

Legal

- Primary contact and responsible for relationships with
 - bankers
 - investment managers
 - lenders
 - accountants and auditors
 - solicitors
 - insurers
- Regularly reviewing the provision and value for money supplied by service providers
- Acts as Company Secretary under the Companies Act
- Ensures Brathay’s insurances are fit for purpose
- Ensures Brathay’s statutory accounts are prepared and audited
- Ensures compliance with statutory frameworks (HMRC; Charities Act; Companies Act)

Miscellaneous

In addition to the duties listed here, the post holder is required to perform other duties, which are assigned from time to time. However, such other duties will be reasonable in relation to the individual’s skills, abilities and grade.

Skills and Experience:

Essential

- Significant experience of operating at a senior level in an organisation with excellent organisational skills with the ability to work well under pressure and to deadlines

JOB DESCRIPTION: HEAD OF FINANCE AND OPERATIONS



- A strategic and analytical thinker with strong leadership ability and people management skills
- Good project-management and time management skills, with the ability to prioritise and work to deadlines
- An excellent level of numeracy, with the ability to analyse financial data and other information
- Excellent interpersonal and teamwork skills, able to deal with sensitive issues in a confidential manner and work with colleagues at all levels
- Willingness to enquire and challenge when things do not make sense and help bring about better working practices
- Experience of providing excellent customer service
- Exceptional communication skills (written and verbal)
- Excellent IT skills, particularly Outlook, Word, and Excel
- Broad understanding of charity governance
- Professionalism and commitment
- Honesty and discretion
- Problem-solving skills and ability to remain calm under pressure
- flexibility to respond to changing business needs with a positive attitude.

Desirable

- Experience of working within the charitable sector
- Broad understanding of information and communication technologies needed to support Brathay's development
- Experience of compliance
- Broad understanding of employment law

Education and Qualifications:

Essential

- Educated to degree level, or equivalent practical experience in accounting, business, finance, or a related field
- A recognised higher-level accountancy qualification

Limits of Authority

Limits of financial authority are set out in the following documents, all of which are available on the intranet:

- Scheme of Delegation Detailed
- Scheme of Delegation - Matters Reserved for the Board
- Expenditure authorisation

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After satisfactory completion of probation, the post holder may authorise expenditure up to £10,000 and up to £50,000 as a co-signatory with the Chief Executive and sales contracts up to £250,000.

Other Essential

- **Mission, Legal Responsibilities and Policies:** participates in the development of, and adheres to, the Trust's mission and values, plan, practice, and agreed policies
- **Health & Safety:** adheres to Brathay's Health & Safety policy and procedures and any other statutory H&S requirements
- **GDPR and Cyber Security:** adheres to Brathay's policies and guidance, as well as other recommended and statutory requirements
- **Equal Opportunities etc:** adheres to Brathay's Equality & Diversity policy, Safeguarding policy and any other policies that may be in force from time to time
- **Flexibility:** as Brathay is a small organisation, you may well be asked to cover for other members of the Trust during sickness, holidays etc. [Specifically in this role, the jobholder will need to be flexible with regard to occasional travel, evenings and weekends]
- **Team-working:** co-operates with colleagues to the greater benefit of the Trust and undertakes any other reasonable duties as may be required from time to time
- **Research:** contributes to the research activity of the Brathay Research Hub

It is Brathay's intention that this job description is seen as a guide to the major areas and duties for which the jobholder is accountable. However, the business will change and the jobholder's obligations will vary and develop. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.