



Sales	Mar Sales	Apr Sales	May Sales	Jun
83.60	9,416.87	2,215.36	9,363.50	
49.44	2,883.43	8,297.27	6,18	
55.09	4,253.44	1,103.21		
32.80	6,195.07	7,937		7,57.31
137.41	7,472.50			4,193.23
096.01	8,961.98		2.67	3,456.1
419.90	7,574	2,912.50		7,365.7
541.50	2,263.41	3,021.66		2,232
199.51	4,903.45	5,524.92		8,29
253.11	6,359.06	6,004.76		1,0
552.33	9,811.78	1,587.83		9,7
		2,282.90		6

Head of Finance:
Corporate Services Team

What you need to know about this role:

Job title: Head of Finance

Responsible to: Director of Finance, People and Performance

Duration: Permanent

Location: Office-based (Vauxhall)

Working Hours: Part-time, 21 hours per week (with potential for 28 hours per week, subject to commissioned work expansion)

Salary: £55,000 per annum (including London weighting), pro rata

About Kinship:

Kinship is the leading kinship care charity in England and Wales. We offer kinship carers financial, legal, practical and emotional support and understanding from the moment they need it, for as long as they need it. Our expert advice, information and guidance helps with complicated and stressful decisions that so many kinship families have to make. We're always there to support them through difficult times and celebrate the good.

Kinship carers are strong and determined. Together, they are powerful. We help them build communities of support and action by connecting families locally and across England and Wales.

We're at the heart of kinship networks, partnering with and influencing service providers, local and national government and other organisations. We give everything we have to fight for each family and their rights, changing society until every kinship family is recognised, valued and supported.

About the role:

The Head of Finance role joins the team at a critical time at Kinship as the charity seeks to realise its growth ambitions within its 2023-2025 Strategy.

The role will provide effective stewardship and oversight of all finance functions at Kinship, with responsibility for financial controls and management accounting. This role is essential to the effective delivery of 'business as usual' as well as the delivery of new areas of operations as part the charity's growth strategy.

As part of the senior management team at Kinship, the Head of Finance will collaborate and work closely at strategic levels and across the wider organisation to inform and deliver on our budget commitments and conditions of funding, as well as supporting fundraising and commissioning bids.

As well as producing monthly management accounts, the Head of Finance will be responsible for running both the annual budget and the year-end processes, preparing statutory accounts and ensuring that the organisation complies with its statutory obligations. They will attend the quarterly Finance Committee meetings of the Board of Trustees and will liaise with a range of stakeholders including auditors, bank and investment managers. They will be the 'go to' business partner at the charity, supported by the Director of Finance, People and Performance.

The successful candidate will have excellent communication skills and will be able to organise conflicting priorities around the monthly management accounts cycle, while supporting the achievement of our strategic objectives. They will be flexible and adaptable in their approach to supporting transformational change in our processes and systems, as well as dealing with, and leading on, the day-to-day.

This is a broad and challenging role for a dynamic and systems-driven individual who has the capacity to be part of a dynamic and high-performing team.

You'll be responsible for:

Leadership and Management:

You will model excellent behaviours which support our objectives and values and contribute to a positive culture. As a Finance leader you will signal the type of organisation that we want to be for our stakeholders, you will also:

- Promote a values-driven approach to providing workplace support and information, both to direct line reports and other colleagues
- Provide clear leadership, training and development to those tasked with managing budgets and financial performance – ensuring consistency of communication throughout
- Drive high standards of compliance and financial probity through internal policies and procedures which set out performance expectations and through direct facilitation and support
- Inform the development of the annual business plan and budget for the Corporate Services functions and be accountable for the achievement and evaluation of the business plan and budget
- Identify trends and provide appropriate reports to help analyse our financial management approaches and identify where we need/there is potential to improve.
- Manage the performance of the finance/corporate support team; providing support, as appropriate.

Management accounting, reporting and analysis:

- Produce monthly income and expenditure accounts for budget-holders, making any necessary adjustments under generally accepted accounting practice including significant prepayments and accruals; use checklists to ensure all necessary parts of month-end close are complete, documented and bookkeeping is up to date every month

- Review and interrogate budget holders' reforecasts and ensure all budget-holders are participating in the process
- Produce informative and timely management accounts to facilitate Executive Team and Board decision-making, including key balance sheet metrics; ensuring all control accounts are reconciled
- Interpret management information and provide financial analysis to support decision-making
- Manage cashflow to ensure all bank accounts remain in credit and highlight any concerns to the Director of Finance, People and Performance and/or another member of the Executive Team
- Drive and support the annual budgeting process
- Support members of the Senior Leadership Team and the Fundraising Team to provide financial information for funders and commissioners and ensure restricted funds are accounted for and reported appropriately
- Maintain a fixed assets register, updated quarterly, budget and account for depreciation and determine which assets should be capitalised

Financial controls: sales/purchase ledgers and other expenditure:

- Ensure sales invoices and credit notes are raised accurately and promptly and appropriate credit control procedures are carried out such that debts are received on time; ensure that tidy up-to-date ledgers are maintained
- Ensure that purchase invoices are correctly coded, checked and authorised, and are paid in a timely fashion through the purchase ledger; ensure supplier statements are checked and reconciled and that there is a proactive approach to resolving queries
- Ensure all transactions through the ledgers and the bank are posted daily such that the books of account are maintained up to date
- Ensure that appropriate online filing systems are maintained and kept up to date so that they can be used to provide information, resolve queries and provide a necessary audit trail
- Ensure that proper procedures are in place and are followed for staff and volunteer expenses claims and that expenses are paid on a monthly basis; ensure that expenses are entered and reconciled through a control account which is balanced every month
- Ensure that proper procedures are in place and are followed for company credit/debit cards; ensure that credit card expenses are entered and reconciled through a control account which is balanced every month
- Ensure that all control accounts are reconciled each month and bring any issues to the attention of the Director of Finance, People and Performance

Financial year end:

- Complete year-end procedures including reconciling control accounts, prepayments and accruals and reconciliation of year end management accounts to statutory accounts

- Prepare an audit file with annual statutory accounts and supporting schedules and useful documentation for Grandparents Plus t/a Kinship
- Manage the audit field-work process and ensure the auditors are made aware of changes to the charity, its procedures, income streams, any issues during the year and future plans
- Manage the statutory accounts sign off process including audit close meeting, representation letters, responding to and acting on auditors' report to Trustees in consultation with the Director of Finance, People and Performance.

Financial systems, policies and processes:

- Ensure regular review and implementation of robust financial procedures, optimising the use of technology (including Salesforce for commissioning purposes) to ensure that they are effectively communicated and adhered to
- Ensure appropriate controls are in place, in accordance with the internal Scheme of Delegation, and monitored
- Develop a monthly, quarterly and annual timetable for tasks and procedures in the Finance Department
- Support the management of day-to-day relationships with the bank, auditors, investment managers, and other professional advisers as appropriate

Governance, tax and compliance:

- Administer, attend and contribute to Finance Committee, Board and other governance meetings, as required
- Ensure the organisation complies with relevant tax legislation including PAYE, taxable trading and VAT as applicable

Payroll:

- Check all payroll and pension deductions each month and resolve queries with the payroll bureau as necessary; draw up and post or import the payroll journal; upload pension payments; maintain a separation of duties with the Head of People and Culture
- Ensure timely payments to HMRC and pension providers
- Ensure all payroll control accounts are reconciled on a monthly basis

What you'll bring (your experience):

Essential skills, knowledge and experience

- Significant experience of charity accounting and FRS102 SORP requirements
- Significant knowledge and experience of financial planning, budgeting and management reporting
- Experience of strengthening financial processes and systems and delivering process improvements

- Experience of producing statutory accounts, including audit preparation
- Strong business-partnering experience and focus with excellent interpersonal communications ability to establish credibility across the leadership team.
- Experience of working in a fast-paced environment, creating and responding to opportunities
- Ability to analyse and interpret data and information for use in influencing our financial strategy
- Good commercial awareness and ability to manage for value.
- Experience of influencing behaviour and culture change through effective leadership.

Essential qualifications

- Good standard of education with English and Maths GCSE or equivalent or able to demonstrate equivalent written standards and skills through experience
- Qualified Accountant with current membership of ICAEW, ACCA, CIPFA, ICAS or CIMA

Desirable experience

- Experience of working in a charity with a focus on children's social care, children/young people or families
- Personal experience of kinship care

General attributes:

- Strong and influential communicator, able to work across a wide range of staff
- Ability to build relationships and influence colleagues
- A demonstrable commitment to equality, diversity and inclusion
- Commitment to professional development
- Enthusiasm for working collaboratively in a small, fast-paced and developing charity, with the positive and approachable attitude, tenacity and innovative problem solving this requires
- Strong interpersonal skills and proven ability to lead on effective people, culture and wellbeing strategies in the workplace
- Flexible and willing to provide some out-of-hours cover and travel for work occasionally.
- Passionate advocate of the vision, mission and values of Kinship.
- A real commitment to equity, diversity and inclusion within your role and a respectful approach to working with people from a range of backgrounds.
- Excellent written and spoken English.
- Permission to work in the UK.

Equality and Diversity

Kinship is committed to inclusivity and representing the diversity of the communities we serve. We therefore welcome applications from all backgrounds and all sections of the community. Applicants will be treated fairly throughout the recruitment process and we will ensure there is no unfair discrimination on the basis of race, ethnic origin, disability, gender, religion or belief, age, sexual orientation or any other relevant characteristic. For this role we are actively seeking applications from Black, Asian and minority ethnic applicants who are currently under-represented at senior management levels in the charity.

How to apply:

Please apply via our recruitment site, [Be Applied](#), where you will be asked to provide a CV and answer some brief shortlisting questions.

If you have any questions or would like an informal discussion about the role, please contact Danyanne Quemper on danyanne.quemper@kinship.org.uk

Application deadline: **5pm on Friday 11 August 2023**

First interview: **17 August 2023**

Second interview: **22 August 2023**



What it means to work at Kinship:

Our vision:

A society in which kinship carers and the children they care for are **recognised, valued** and **supported**.

Our mission:

To ensure that kinship carers and the children they care for get the **support** and **recognition** they need.

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Knowing what you do helps kinship families that really need support.

Staff at kinship are caring, passionate and positive. Colleagues are genuinely nice to work with and care about each other as well as the kinship families we support. We are always innovating to better support kinship carers. **(Staff member at Kinship)**

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We want to offer you the best place to work. Our people are really friendly and incredibly passionate about working alongside kinship carers.

We want you to feel proud to work here and if you join us, we'll do our best to make that happen.



Our Values:

Be bold

We fight for what's right with focus and determination

- Be driven by evidence and deliver quality
- Innovate bravely, fail fast and learn quickly
- Challenge constructively to move us forward



Be stronger together

We see the bigger picture of our work and value collaboration to drive impact

- Recognise and value the part everyone plays
- Bring different strengths and expertise together with purpose
- Ask whose voice and experience may be missing



Step up

We all take responsibility for changing lives and changing the system

- Actively seek and share knowledge
- Step in with ideas and solutions
- Ask for and give honest feedback



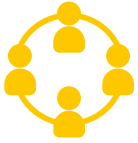
Put people first

We care about each other and create spaces where people feel they belong and can thrive

- Bring people together to share experiences and celebrate success
- Listen with curiosity not judgement
- Support with understanding and compassion



What we can offer you:



Community:

- Employee resource groups (including Equality, Diversity and Inclusion Working Group and Wellbeing Committee).
- Staff away days.
- Regular social activities online and in person.



Family:

- Our policies include kinship care, compassionate, dependents, and bereavement leave that support the lives of employees who have additional commitments.
- We are proud that 20% of our current staff are kinship carers, and we are striving to lead the way as a 'Kinship Carer Friendly Employer'.



Holidays:

- 30 days annual leave, plus bank holidays (1 April to 31 March).
- We close for three days between Christmas and New Year, which will be deducted from your annual leave allowance.



Cycle to work programme:

- This scheme enables employees to get tax incentives from cycling to work.



Flexible working:

- We operate flexible working practices which include working from home, varying start and end times of the working day, compressed hours and variable contract hours through the year.



Health and Wellbeing:

- Employee Assistance Programme (24/7 confidential advice line and counselling).
- Wellbeing Action Plan for each staff member.
- Wellbeing Wednesdays
- Charity Worker Discount



Pay and pension:

- You'll be eligible and auto-enrolled into a pension scheme - we use Nest Pensions. Current employee contributions are 5% and we will contribute 3%.



Learning and development:

- A key part of our People Strategy is to continue to develop and enhance the learning experience during your time at Kinship, and we are proud to offer many learning opportunities.

Our recruitment process:

As a charity we want to hire the best people to support our vision and mission. People who are values led, high performing and really passionate about doing their best for kinship carers.

We will guarantee interviews to any candidates with experience of kinship care (either of being in kinship care or of being a kinship carer) who demonstrate that they meet the essential skills and experience outlined.

We welcome applications from people from all sections of the community, irrespective of race, colour, sex, gender identity, age, disability, sexual orientation, religion or belief.

Kinship is committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives, and we encourage applicants from those groups currently under-represented in our organisation and sector. Kinship operates a blind recruitment process in-house and any identifying information will be removed from your application prior to shortlisting.

Standard clauses:

- This role will require satisfactory Disclosure and Barring Service (DBS) clearance.
- The post holder must at all times carry out their responsibilities with due regard to Kinship's Equal Opportunities Policy and Safeguarding Policy.
- Salesforce is our customer relationship management system (CRM) and all staff are expected to take accountability and responsibility for using it successfully as part of their day-to-day role to support the growth and impact of Kinship and better services for kinship carers.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of all Kinship offices.

Note: This job description is not exhaustive. Kinship reserves the right to add to or revise the job description at any time - the post holder may be required to undertake any other duties that fall within the nature of the roles and responsibilities as detailed in this document.

Any substantial or major changes will be negotiated with the post holder.