

Head of Finance and Operations, London

We are seeking an experienced senior manager to help support our growth.

Start date: May 2017

Salary: up to £45k per annum, depending on skills and experience

About us

- Numbers for Good is a pioneering financial organisation bridging the worlds of finance and positive social and environmental impact;
- We help charities and social enterprises become investment ready and raise investment; and work with public sector commissioners, corporates and investors to design and implement innovative financial products;
- We are a team of 11 people, with a diverse mix of finance, charity and social enterprise, consulting and policy experience;
- Based in central London, with at least one day working from home per week;
- You will be supported to build your knowledge of the social investment sector through internal training, delivery project opportunities (where skills and timings allow) and working with a fantastic team.

About the role

As Head of Finance and Operations you will support and report to the Chief Operating Officer, and line manage the Administrator. You will be responsible for the following key areas:

Finance

- Full financial forecasting, including P&L and cash flow;
- Monitoring of work in progress and billing, credit control;
- Preparing quarterly management accounts;
- Cash flow management, budgeting and control;
- Annual accounts audit process;
- VAT returns;

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- Approval of all invoices (incoming and outgoing);
- Authorising payments;
- Liaising with accountants/auditors;
- Investor reporting;
- Supervising bookkeeping undertaken by the Administrator.

Human Resources

- Recruitment;
- Employment documentation, including contracts and policies/procedures;
- Payroll instructions and verification for accountants;
- Pensions, including introducing and managing auto-enrolment;
- Employee relations.

Legal (this may be out-sourced, depending on skills and experience)

- Drafting and/or reviewing and negotiating all commercial contracts, including engagements with clients, non-disclosure agreements with potential clients and partners; and services agreements with sub-contractors and consultants;
- Companies House requirements, including annual returns, changes to governing documents or director, and supporting corporate memberships;
- Instructing and liaising with lawyers on an ad hoc basis as required.

Regulatory

- Managing the process to become FCA authorised;
- Advising on ad-hoc regulatory issues, with support from external FCA adviser;
- Regulated roles of compliance officer and anti money laundering officer.

Board and reporting

- Regular management reporting on a range of metrics;
- Working with the Chief Operating Officer to prepare board papers;
- Attending board meetings and preparing minutes.

General operations

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- Developing and implementing new processes and procedures;
- Premises, including acting as main point of contact with landlords;
- IT, including data protection;
- Insurance, including professional indemnity and compulsory insurances;
- Health and safety, including risk assessment;
- Periodic B Corp re-certification.

About you

You will be genuinely excited and passionate about the opportunity to work in an entrepreneurial, challenging and fast-paced environment - and to tackle a diverse array of operational challenges in an evolving and emerging social investment sector - supporting our work with innovative and outstanding social ventures.

We are looking for someone who has:

- **A minimum of three-years experience in finance and operations at senior management level in a professional services context**, ideally within an FCA regulated environment;
- Excellent **financial skills**. A finance qualification and/or experience in using Xero would be advantageous but is not essential;
- A thorough working knowledge of **employment law** and **solid generalist HR experience**;
- Experience of reviewing and negotiating **commercial contracts** would be advantageous;
- Experience of line managing junior staff;
- The ability to work autonomously and efficiently in a small team environment;
- Sound commercial judgment, the ability to assess and balance risk, and the confidence and tenacity to raise and manage challenging issues;
- Excellent negotiating and influencing skills;
- Fantastic empathy & listening skills combined with the ability to relate to a variety of stakeholders from a range of backgrounds across the public, private & social sectors;

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- Excellent oral, written & communications skills, the ability to deliver qualitative & quantitative data in a compelling way & the ability to research, write & summarise information on a variety of topics.

To apply, please send your CV and a covering letter to careers@numbersforgood.com, listing the job title in the subject line, by Monday 10 April 2017, including the following:

- Your availability to start, your notice period, or any other constraints on your availability
- Your salary expectations