

Job Description - Head of Finance

Reports To: Director of Finance and Administration (DFA)
Line management responsibilities: Finance Manager, Payroll Manager, Accounts Assistants
Key Relationships: DFA, Finance Department, Executive Team, Trustees, Budget holders
Location: LST, Green Lane, Northwood, HA6 2UW

London School of Theology

London School of Theology (LST) has been providing academic evangelical theological education since 1943. It is committed to serving the Church globally and training Christian disciples who transform wider society through their life and witness. We are at an important moment in the life of the School, with a re-envisioning process underway and a new strategy being developed.

Overview of the role

The Head of Finance will lead the School's accounting, financial management and financial reporting ensuring the provision of timely information to support the Executive Team in their decision making. The post holder will have day to day responsibility for the Finance function, managing a team of four staff. This is an exciting time to join LST as we continue to grow the School, increase student numbers and continue with the upgrade of our facilities and infrastructure.

Key Tasks

The following key tasks are indicative of the role, rather than exhaustive, and tasks may be amended in response to changing requirements or in line with the skills and experience of the post-holder. The accounting system in use at LST is QuickBooks Online.

- Support the DFA in reporting to the Executive Team, Board of Trustees, Finance & General Purposes Committee
- Line management responsibility for the Finance Manager, Payroll Manager & two Accounts Assistants
- Responsibility for presentation of monthly management accounts, departmental reporting and key performance indicators
- Support the DFA in the annual budgetary process
- Represent the finance department on organisational working groups
- Take a lead role on cost savings and efficiency reviews
- Assist the DFA in improving the financial control environment throughout the School
- Work closely with the Finance Manager to support the smooth running of the department
- Responsibility for managing the year-end audit and statutory accounts
- Responsible for the quarterly filing of VAT returns under partial exemption rules
- Provide advice & follow up on tax, VAT, procurement, contract management.
- Prepare and monitor monthly cashflow forecasts
- Act as Administrator for the LST Pension & Assurance Scheme which includes reporting to the Pension Trustees, preparing the accounts, liaising with the auditors and actuarial company

To be considered for this role you will ideally be a fully qualified CCAB Accountant educated to degree level (or equivalent) with a successful track record of managing and developing people. You will be a tried and tested Head of Finance with hands on practical experience in the preparation of management accounts, year end accounts for external audit and quarterly VAT returns. Experience of the Charitable sector or Higher Education would be an advantage.

Person Specification:

Skills, experience and knowledge	Essential (E) Desirable (D)	Demonstrated at Application (A) Interview (I)
Minimum of 5 years' experience as a Head of Finance or Senior Finance Manager	E	A/I
Significant experience of successfully managing a Finance Team of at least four people	E	A/I
Excellent organisational skills, able to manage own time effectively	E	A/I
Excellent interpersonal skills – to interact well with staff, students, external stakeholders with a partnering and consultative approach	E	I
Significant experience of managing an audit process and liaising with external advisers including auditors, tax advisers, pension advisers	E	A/I
Proven experience of improving the internal control environment in a similar size organisation	E	A/I
Experience of managing a pension scheme	D	A/I
Experience of managing an annual budgeting process	E	A/I
Proven commitment to continuous improvement and raising standards	E	A/I
Demonstrable success of implementing change	E	A/I
Experience of reporting at Board level	D	A/I
Thorough working knowledge of QuickBooks Online or similar package	D	A/I
Advanced Microsoft Office skills (particularly Outlook, Word, Excel and PowerPoint)	E	A/I
Thorough working knowledge of VAT rules and payroll management	E	A/I
Experience of an educational or charitable setting	D	A
Qualifications		
ACA, ACCA or CIMA qualified (for exceptional candidates with significant experience we will consider part-qualified)	E	A
Personal attributes		
Enthusiastic, proactive and with high standards of professionalism	E	A/I
Proactive, with the ability to analyse and solve problems	E	A/I
Calm, efficient and polite manner; able to work under pressure without losing these qualities	E	A/I
Attention to detail with the ability to prioritise own work and that of the department	E	A
Able to work effectively with minimal supervision and take full responsibility of all work of the Finance Department	E	A/I
Able to respond well to feedback and a willingness to learn new skills	E	A/I
Excellent oral and written communication skills	E	I
Ability to successfully lead and develop a team	E	I
Ability to work in a changing and flexible organisation	E	I

Terms of Employment:

- Salary: £ competitive
- Hours: Full-time (35 hours per week / 1.0 FTE) or part-time of no less than 4 days per week. The usual working day is 9.00 am to 5.00 pm although some evening and weekend working may be required.
- Holidays: 27 days per annum plus public holidays for 1.0 FTE role and pro-rata accordingly.
LST is closed between Christmas and the New Year and this is given as additional leave.
- Pension: Eligible to join the School's pension scheme.
- Notice: During the six month probationary period, one week's notice must be given in writing on either side.
After this period, one calendar month's notice must be given in writing on either side.

Date of appointment: It is intended that the postholder shall take up the post as soon as possible.

London School of Theology is a Christian college and as such it is a requirement of the Person Specification that the postholder must be in sympathy with the Christian ethos, aims and objectives of the School.

All successful candidates must have the right to work in the UK.

Application Process and Closing Date:

Applicants should send the following to the HR Manager as pdf documents attached to an email:

- a. Covering letter of application in which you specifically state how you meet the requirements of the Person Specification)
- b. Curriculum vitae
- c. List of three referees (these will not be taken up without the candidate's permission)

The HR Manager
London School of Theology
Green Lane, Northwood
Middlesex HA6 2UW

Email: recruitment@lst.ac.uk

Tel: 01923 456000

Interested candidates are welcome to contact the HR Manager to arrange a discussion with the Director of Finance and Administration prior to applying.