

Job Description

Position:	Head of Finance - Financial Accounting & Income
Reports to:	Director of Finance & IT
Grade:	G

Brunelcare

Brunelcare is an award-winning Bristol-based charity providing high-quality housing, care, and support for older people in the South West, whilst also being recognised for our excellence in caring for people living with dementia. We are at the forefront of developing ways for people to stay as independent as possible whilst creating great communities to live, work and thrive in.

Brunelcare is both a registered Charity and a Registered Provider of social housing. It employs over 1100 staff and has an annual income of over £40m. It has 33 sheltered housing sites, 3 extra care housing sites, 5 care homes, 2 reablement sites and a retirement village. It also provides community care for more than 450 clients in the community.

Finance Team

The Finance Team comprises 15 roles split into 3 teams led by Heads of: Business Partnering & Expenditure, Financial Accounting & Income and Long-Term Financial Planning & Treasury. These 3 Head of Finance roles share the leadership of the Finance Team. The *Head of Finance - Financial Accounting & Income* manages 2 roles directly (*Financial Accounting Officer* and *Finance Manager - Income & Arrears*). 3 roles report to the *Finance Manager - Income & Arrears*.

This role is advertised at an exciting time for the Finance Team, following a review of roles and responsibilities in the team. There are a number of roles being recruited over the coming months as vacancies in the new structure are filled. If you want to join a high performing team, that supports and develops people, where you can learn and contribute to an organisation with a strong social purpose then please apply.

Overall purpose of the role:

- Responsible for timely, accurate and complete financial accounting for the organisation
- Ensure appropriate financial control in the accounting practices of the organisation
- Oversee effective income processes and efficient and sensitive credit control
- Work with other Heads of Finance to lead the Brunelcare finance function

Responsibilities:

- Produce Brunelcare's statutory accounts
- Lead on the external audit
- Lead on organisational tax - eg. VAT, Corporation Tax
- Design financial control policies and procedures, and overseeing compliance across the organisation
- Stay up to date with developments in financial accounting, tax and other relevant changes
- Statutory financial submissions - eg. for the Regulator of Social Housing
- Lead on administration, review and implementation of finance systems
- Authorise payments
- Lead on insurance for the organisation
- Manage the *Financial Accounting Officer*, responsibilities including Balance Sheet reconciliations, Fixed Asset Register, Cash Flow forecasting, banking relationships
- Manage the *Finance Manager - Income and Arrears*, responsibilities including credit control, income policies, processes and systems
- Report on performance of teams through key performance indicators
- Support other organisational tasks eg. providing information for internal audits, for regulator enquiries, for annual budgeting and for long-term financial planning, as required.
- Share leadership of the Finance Team with *Head of Finance - Business Partnering & Expenditure* and *Head of Finance - Long Term Financial Planning & Treasury*.

Knowledge, experience and behaviours:

- A qualified accountant from financial accounting background (likely ACA or ACCA from auditing practice)
- Experience of being organisation's lead on external audits, working effectively with audit teams and coordinating cooperation from colleagues
- An ability to understand, apply and communicate technical financial accounting topics
- Experience of leading teams to delivery to high standards
- Advanced Excel skills
- Desirable not essential - knowledge of Social Housing and Charity accounting requirements
- Desirable not essential - experience of managing credit control functions