

Head of Operations and Finance

Job Description

Location: York (with flexible working options)

Salary: £60,000-£70,000

Benefits: 14% contribution to workplace pension

Role:

To provide leadership, planning and forecasting IPEM's commercial activity over and enabling the delivery of IPEM's strategy. To co-ordinate and support the core income generating activities, including managing the IT infrastructure and HR. To oversee financial compliance, lead on major improvement projects and work as part of a Senior Management Team with leadership responsibilities across the organization including staff and volunteers. To act as Company Secretary for IPEM Enterprises Ltd, IPEM's trading subsidiary.

RESPONSIBLE TO: Chief Executive Officer

ACCOUNTABLE TO: Chief Executive Officer

KEY ACCOUNTABILITIES: Four direct reports, including the Finance Officer and Office Administrator

Finance

- Responsible for the financial management of the Institute's affairs, including the preparation and monitoring of financial budgets, and preparation of monthly management and year end accounts.
- Responsible for the application and monitoring of financial control procedures
- Responsible for cashflow management and forecasting
- Responsible for preparation and submission of quarterly and annual VAT returns.
- Responsible for drafting year-end accounts, incorporating yearend adjustments in consultation with the Institute's auditors, and preparing the Directors'/Trustees' annual report
- Responsible for providing all information necessary to allow the Institute's auditors to undertake the statutory audit in a cost-effective manner
- Responsible for managing investment decisions up to £100,000 on own and CEO's authority.
- Responsible for the administration of the pensions scheme
- Responsible for the management of the Institute's payroll.
- Line management of the Finance Team (2)

Business Planning

- Member of the Finance and Business Planning Committee
- Provides support to the Board of Trustees and attends all meetings
- Provides support to the CEO in developing Business plans and 5-year financial forecasts
- Responsible for the business continuity plan

Company Administration

- Ensures that all statutory reports and notifications are prepared and filed with the appropriate authorities, including:
 - Annual Returns, Appointment of Directors and Resignation of Directors to Companies House for IPEM and IPEM Enterprises Limited.
 - Annual Return for IPEM to the Charity Commission.

Head of Operations and Finance Job Description

- HMRC Returns (PAYE & NI and VAT)
- Company Director and Company Secretary for IPEM Enterprises Ltd

Operations Management

- Leading large-scale improvement projects and managing contractors
- Negotiating, with the CEO, and managing large scale contracts (including but not limited to publishing agreements)
- Providing leadership and support to the Finance Team
- Developing, integrating and documenting systems and procedures for the operations management work group
- Responsible for business continuity planning and crisis management
- Acting as Data Protection Lead for the organization, ensuring compliance with the General Data Protection Regulation
- Leading on compliance with health and safety, and other statutory obligations.
- Responsible for overseeing facilities management of Fairmount House including IT infrastructure
- Lead on day-to-day risk management monitoring and recording
- HR Management
- Deputising for the CEO as required.

Person Specification:

Essential skills, knowledge & experience	Desirable skills, knowledge & experience
<ul style="list-style-type: none"> • Qualified accountant, Member or Fellow of a CCAB Accounting Body. • Experience of being responsible for the Financial Management of an autonomous organization, including financial reporting, planning and compliance in an autonomous organization • Experience of leading and developing a finance team • Experience of working as part of a senior management team • Experience or knowledge of data protection and GDPR compliance • Experience of leading large-scale renewal projects (e.g. technology, CRM, digital infrastructure) • Experience of operational management (ideally including IT and HR) • Effective written and oral communication skills 	<ul style="list-style-type: none"> • Experience of leading a finance function in a Charity/Not for Profit organization • Experience of Charity Governance • Experience of working in the science, engineering, or technology sector. • Experience of membership/professional organisations • Experienced in Office365 and other Microsoft applications • Experience using CRM databases

Head of Operations and Finance Job Description

- | | |
|--|--|
| <ul style="list-style-type: none">• Excellent organisational skills and focus• Ability to be flexible and manage competing priorities• Ability to collaborate with committees and volunteers• Excellent inter-personal skills, resilience, and integrity• Able to travel around the UK for occasional scheduled meetings or events.• Committed to personal professional development | |
|--|--|