

Head of Finance (Part-Time) - South Kilburn Trust

Hours: 7 hours a week.

Salary: £12,000 per annum (based on £60,000 FTE).

Reporting to: Chief Executive Officer.

Benefits: Pro-rata share of 25 days (FTE) annual leave and bank holidays. Company Pension Scheme, Flexible Working*.

Location: Hybrid working; required to come into our South Kilburn office at least once every three weeks.

SKT is committed to safer recruitment practices and this role is subject to successful completion of references, DBS check and a six-month probation.

About South Kilburn Trust

South Kilburn Trust (SKT) is a Community Development Trust working to improve the lives of residents in an area of London that is undergoing a long-term physical regeneration. It is the role of the Trust to identify the needs of local people and to advocate for them.

Job Description

Job Purpose

The Head of Finance is responsible for the overall management of the finance function of SKT, ensuring complete and accurate financial records, thus supporting the organisation's operational capacity. The Head of Finance will manage the newly appointed Finance Assistant, ensuring they are keeping core financial records up to date and following processes.

Main tasks:

- Preparation of monthly management accounts (estimated turnover £500k by 2029),
- Preparation of budgets/ forecasts,
- Preparation of ad-hoc analysis as required,
- Occasional journal entry,
- Cash flow management,
- Continuous review of processes and systems,
- Payroll submission (estimated payroll 15 by 2025),
- Management of part time finance assistant,
- Input into Treasury Management.

Person Specification

Essential

- Qualified / part-qualified accountant,
- At least ten years' experience of working in finance,
- Proven work experience as a Head of Finance, Director of Finance or similar role,
- In-depth understanding of cash flow management, bank reconciliation and bookkeeping,
- Hands-on experience with budgeting and risk management,

SOUTH KILBURN TRUST

- Excellent knowledge of data analysis and forecasting models,
- Proficiency in accounting software,
- Solid analytical and decision-making skills,
- Experience of managing others.

Desirable

- Familiarity with Xero,
- Experience of CAF Bank and Equals Money,
- Flexibility: the role requires you to work one day per week. This may need to be concentrated at certain key points and you may need to be available on occasional evenings to account for month end and board meetings,
- Experience in charity finance with an understanding of restricted reserves.

*Flexible working: this role could suit someone wanting to work 9am to 5pm, or 10am – 6pm one day a week, or the same number of hours over two days, to fit around caring commitments for example.

How to Apply

To formally apply, please submit a CV and supporting statement (ideally a maximum 2 sides of A4 each) that clearly outlines your suitability for the role against the criteria provided in the person specification, setting out your interest and motivation in applying for this role.

Please send your application to: jobs@southkilburntrust.org

(inserting “Application – Head of Finance, SKT” into the subject field).

If you would like an informal conversation about this opportunity, please contact Richard Bains to arrange a call: Richard@southkilburntrust.org

Recruitment Timetable

Closing Date for receipt of applications:	9am on Friday 14 th June
Candidates informed of outcome:	By end of the day Friday 21 st June
Interviews	w/c 1 st July

Equal Opportunities and Data Protection

The Trust is committed to equal opportunities for all employees in respect of recruitment, promotion, career and personal development. Any selection for recruitment will be based on ability, qualifications, and suitability for the work as well as potential for the future.

We believe that a diverse workforce with people from different backgrounds can bring fresh ideas, thinking and approaches which improve business performance and allows us to better interact with a diverse customer base.

Data processing, protection and privacy: SKT will handle your personal information sensitively and in accordance with our [Privacy Policy](#).