

Job title: Finance & IT Steward (Head of Finance & IT)**Reporting to:** Findhorn Foundation (FF) Lead Steward (Chief Executive) **Has****reporting:** All staff in finance, accounting, IT, legal and compliance roles**Duration/type:** Full-time staff position**Location:** FF offices at The Park Ecovillage, Findhorn

Role purpose: *To lead and oversee all financial, compliance and IT aspects of the Findhorn Foundation's activities, working collaboratively with other Stewards to ensure the cost-effective realisation of the charity's strategic and operational objectives.*

The Head of Finance leads and manages the finance, legal and IT areas of the Findhorn Foundation and, as part of the leadership team, ensures that the Foundation delivers its mission in a financially sustainable way. The role is accountable for ensuring that the Foundation meets its legal and financial commitments and is compliant with all relevant legislation and any statutory requirements, as well as ensuring that the Foundation has the IT systems and processes to support effective delivery of the Foundation's activities. He or she lives and works in a manner which is consistent with and supportive of the principles of the Findhorn Foundation.

Key Relationships

The Head of Finance works closely with the Lead Steward and other members of the Foundation's leadership team. There is also regular interaction with trustees, particularly through the Finance Committee. The Head of Finance also manages key external relationships such as with banks, insurers and auditors.

Specific Accountabilities*Strategic contribution*

- Ensure that trustees, stewards and staff understand the financial position of the Foundation, and have the financial information and understanding to make well-informed and timely decisions pertinent to their roles.
- Contribute fully to the development of the Foundation's strategy across all areas of the charity, providing financial analysis and guidance on all activities, plans, targets and business drivers.
- Ensure the Foundation's financial structure is appropriate and makes best use of its financial assets and tax advantages available to charities etc.
- Maintain a deep understanding and knowledge of relevant financial trends in the UK and global holistic centres and related educational establishments.
- Maintain a deep understanding of IT systems and trends relevant to the needs of the Foundation, in order to effectively develop the charity's IT systems strategy and manage the IT team to deliver this strategy.
- Working with other Stewards and the board of trustees, take responsibility for strategic decision-making about our transformational learning programme portfolio priorities.

Financial management and reporting

- Develop and maintain management accounts which accurately reflect organisation performance and ensure they are presented accurately and distributed in a timely manner each month.
- Monitor cash flow, accounts, and other financial transactions, including financial performance

- of strategic plans and other initiatives.
- Manage and develop financial planning, accounting, forecasting and reporting processes including:
 - forecasting and financial aspects of strategic planning
 - annual accounting and auditing
- Manage the budget process and report on performance against budget throughout the year.

Policies and procedures

- Develop, implement and maintain all necessary systems, policies, record-keeping and procedures to ensure effective and efficient financial management and compliance, and ensure that staff are aware of and appropriately trained in these.

External relationships

- Develop and maintain effective external relationships including with relevant service providers and contractors e.g. auditors, banking institutions, accountants etc.
- Monitor external contracts and services provided by suppliers to ensure these are operating effectively and providing best value.
- Represent the Foundation on boards of partners and subsidiaries as appropriate.
- Contract with and manage external consultants as needed.
- Assess and help shape our operational delivery to a changing external financial environment
- Contribute towards raising and advancing the profile and positioning of Findhorn Foundation, advocating for change, resource support and partnership opportunities.

People management

- Effectively manage, coach and develop our finance, compliance and IT teams.
- Ensure ways of working and behaviours across the team are in line with Findhorn Foundation values, policies and ways of working.
- Effectively communicate to ensure that your teams are fully engaged as members of the wider Findhorn Foundation team.
- Facilitate the development of employees to assure quality succession plans.

Organisational leadership

- As a Steward, actively participate and contribute to the development of improved organisational performance.
- Ensure all staff are continuously engaged and aligned with Findhorn Foundation's global vision, mission, purpose, values, and ways of working.
- Work collaboratively with peers across Findhorn Foundation to ensure effective ways of working and to share knowledge, skills, resources and networks.

Person Specification

The Head of Finance has a strong background and demonstrated skills in the finance area, and is able to further the mission of the Findhorn Foundation by applying those skills in a way which is consistent with the Foundation's principles and culture.

Knowledge & Experience

- At least 10 years' experience in finance leadership roles.
- At least 10 years' experience managing IT at a strategic level.
- Degree or equivalent qualification in accounting, business, finance or a related field, preferably including ACCA qualification.
- Excellent knowledge of financial accounting and management, ideally in the charitable sector.

Skills and Competencies

- Excellent professional financial accounting, management and reporting skills.
- Excellent understanding of how IT can support strategic objectives, and demonstrated track record of leading IT strategy and direction across an organisation.
- Effective leadership skills and aptitude and ability to contribute to the leadership of the whole organisation.
- Excellent management skills including delegation, motivating others and performance management. Good organisational, prioritisation, project and time management skills.
- Strategic and analytical thinker with strong problem-solving skills, good judgement and

decision-making skills.

- Negotiation and influencing skills.
- Very good interpersonal, written and verbal communication skills.
- Strong personal IT and technical competence.

Personal Attributes

- Alignment with and commitment to the principles and objectives of the Findhorn Foundation and the Community Common Ground principles.
- High integrity, dependability and openness with commitment to good governance.
- Ability to lead, articulate and implement vision and strategy.
- Ability to hold responsibility and accountability.
- Clear communicator and able to work as part of a team.
- Ability to represent the Foundation externally.

Special demands

As a key leadership role the Head of Finance must be willing to respond to urgent, unanticipated issues out of normal working hours.
