

Head of Finance

Role Description



Role Title	Head of Finance
Reports To	The BLSAR Leadership Team (LT). Each member of the LT has a shared responsibility for running the BLSAR organisation as a whole, and the LT ultimately reports to the Trustees
Team members	None
Status	Volunteer
Term	Appointment is reconfirmed by a membership vote at the AGM each year
Location	Location Berkshire (home-based with remote monthly attendance at Leadership Team Meeting. Occasional attendance at meetings in Bracknell to maintain personal relationships)
Hours	Hours Flexible, with an estimate of up to 5 hours per week

About Us

BLSAR is a volunteer-driven charity dedicated to providing search and rescue services in Berkshire. Our mission is to partner with the Thames Valley Police in ensuring the safety and well-being of missing and vulnerable people through professional and effective rescue operations. As a charity, we rely on the commitment and expertise of our volunteers to achieve our goals.

Role Purpose

The Finance Lead plays a critical role in the financial stewardship of BLSAR, ensuring the charity's financial health and sustainability. This volunteer position requires a robust individual with strong financial acumen, who can oversee and develop all budgeting and financial planning, manage the ongoing financial activities, provide regular reports to the Leadership Team and Board of Trustees and ensure compliance with legal and financial regulations.

Key Responsibilities

FINANCIAL OVERSIGHT:

- Manage the charity's day-to-day financial operations, including payments, invoicing, and banking.
- Ensure all financial transactions are properly documented and compliant with charity finance regulations.
- Manage the charity's bank accounts and ensure the proper management of funds.
- Monitor the charity's ongoing financial position, ensuring adequate funds are available to meet ongoing commitments.
- Maintain robust financial policies and procedures to ensure the effective management of funds.

FINANCIAL POLICIES AND PROCEDURES:

- Ensure that all financial activities adhere to the charity's financial policies.
- Regularly review and advise Trustees on desired changes to financial policies to reflect best practices

BUDGETING AND REPORTING:

- Prepare an annual budget in collaboration with the Leadership Team for approval by the Board of Trustees.
- Monitor financial performance against the budget and provide regular updates to the Trustees.
- Present appropriate financial reports as requested for Leadership and Trustee meetings, highlighting key financial insights and areas of concern.
- Prepare and present annual financial statements for the charity's AGM
- Oversee the preparation of the charity's annual accounts for audit or independent examination.

COMPLIANCE AND GOVERNANCE:

- Ensure that BLSAR complies with all financial regulations and reporting requirements, including those set by the Charity Commission.
- Ensure charity's accounts are successfully audited on an annual basis.
- File necessary financial returns and documentation with HMRC and any other relevant authorities.

INSURANCE MANAGEMENT:

- Work with the Unit Lead and relevant Heads of Department to ensure that BLSAR maintains insurance coverage for all its activities. This includes public and professional liability, medical malpractice and vehicles.
- Ensure that the insurance cover is collectively reviewed by the Leadership Team on a regular basis to ensure it is adequate, appropriate and cost-effective.

RISK MANAGEMENT:

- Maintain a risk register with input from the Leadership Team, including owning and managing any identified financial risks, and propose solutions to mitigate them.

FUNDRAISING AND DONATIONS:

- Work with the fundraising team to ensure accurate tracking and reporting of fundraising income.
- Ensure proper accounting and acknowledgment of donations and grants.
- Advise on the financial implications of fundraising strategies and activities.

FINANCIAL PLANNING AND STRATEGY:

- Assist the Board of Trustees in developing long-term financial strategies and goals for the charity.
- Provide financial input into strategic planning and decision-making processes

FINANCIAL LEADERSHIP:

- Act as the main financial point of contact within the charity.

Essential Skills and Experience

- Proven experience in financial management and accounting.
- Experience in a leadership role.
- Familiarity with the financial and regulatory requirements of UK charities.
- Ability to present complex financial information clearly and concisely.
- Experience of using modern IT systems (including Microsoft products)
- Strong organisational skills and attention to detail.

Preferred Experience:

- Previous experience in a finance role within a charity or nonprofit organization.
- Knowledge of charity finance regulations and compliance.
- Experience in budget management, financial planning, and reporting.

Personal Attributes:

- Integrity and a commitment to ethical financial management.
- Collaborative and team-oriented approach.
- Proactive, with the ability to work independently and as part of a team.
- Strong communication skills, both written and verbal.

Benefits:

- Experience in charity governance and financial management.
- The chance to work with a passionate and dedicated team.
- Personal satisfaction in contributing to a worthy cause.

What We Offer

This role provides the chance to be part of a dynamic and compassionate team at a vital local charity while developing your skills and making a meaningful impact in the community.

How to Apply

To apply, please email your CV and a brief statement outlining your interest in the role and relevant experience to Recruitment@berkshirerescue.org.uk

Selection Method

Interview