**Head of Finance job description**

**Job brief**

To ensure that the charity complies with all financial accounting and governance requirements and achieves a clean external audit report. To ensure that the Executive team and Board, including all sub-committees, have accurate timely and relevant information on financial accounts and governance matters.

**Responsibilities**

* Direct the day-to-day accounting operations including oversight of accounts payable and receivable, and maintenance of the general ledger
* Prepare, analyze and present financial reports (income statements and balance sheets) in an accurate and timely manner; clearly communicate monthly and annual financial statements to senior management
* Lead the annual budgeting and planning process in conjunction with the COO; administer and review all financial plans and budgets; monitor progress and changes and produce monthly budget versus actual reports
* Manage organizational cash flow and forecasting
* Oversee audit and tax functions, coordinate activities with outside audit/accounting firms and review firms’ performance
* Develop appropriate investment strategies and oversee their implementation
* Produce financial reports for foundation and other funder grants; maintain shared grant reporting calendar due dates and submissions, including all required financial deliverables as stated per grant awards and contracts
* Update and implement all necessary business policies and accounting practices; periodically update the organization’s accounting manual
* Remain up-to-date on best practices in nonprofit finance, business systems and internal control measures, and state and federal law regarding nonprofit operations

**Requirements**

* Bachelor’s degree in finance, accounting, or related field required; MBA/CPA preferred
* 5+ years relevant work experience as a senior accountant or equivalent; experience in nonprofit accounting required (e.g. revenue recognition, public support testing, 990 reporting)
* Previous experience in organizational financial management
* Capacity to multi-task and good time management skills
* Strong command of English language
* Grants and project management skills
* Communication and team coordination skills
* Knowledge about e-banking
* Knowledge about laws concerning finance and non-profit organizations