



Head of Finance

November 2024



1.Role summary

Title	Head of Finance
Salary	Up to £50,000 FTE
Hours	The successful candidate can work flexibly between 3 and 5 days per week, to be agreed during the interview process
Contract	Permanent
Location	Hybrid with minimum 3 days per week in Warrington Head Office
Reporting to	Chief Operating Officer

2.Staff benefits

Wheels for All is committed to the health and wellbeing of our staff. We are proud to offer these benefits to all members of our team:

- **Pension** - a 3% employer pension contribution from your start date.
- **Birthday bonus** – take an additional day off to celebrate your birthday.
- **Volunteering** – take a volunteering day each year to support another charity or Wheels for All partner.
- **Apparel** – we will provide all members of staff with quality clothing to keep them looking and feeling good when out and about.
- **Flexible working arrangements** - including working from home, 9 day fortnights and flexibility around caring responsibilities.
- **Annual leave entitlement of 25 days** - in addition to public holidays, increasing by one day each year up to a maximum of 30. The office also closes between Christmas and New Year, giving you an extra 3 days of leave.
- [Employee Assistance Programme](#) - access to a 24/7 confidential helpline, counselling services and online information.
- **Healthy and wellbeing** - we welcome staff to embed regular exercise into their daily work lives. We provide access to a [Cycle to Work scheme](#) (unlocking savings of up to 47% on the cost of a new cycle and accessories) and yoga classes at our head office.

3.About Wheels for All

Wheels for All (the operating name of Cycling Projects Ltd) is a leading national charity delivering inclusive cycling opportunities for people to be active on their terms.

- Wheels for All was established over 30 years ago and has created the largest network of accessible cycling opportunities across the country, supporting people to start and continue cycling regardless of ability.
- Working with local partners, we have supported the creation of more than 50 inclusive cycling hubs, many of which are now run independently, assisted by dedicated and committed staff and volunteers.
- Wheels for All is also a national leader for inclusive cycle training providing specialist support and guidance to community initiatives and partners on setting up local inclusive cycling programmes.
- We are proud to support more people to be more active, improving their physical and mental wellbeing.
- We are committed to providing safe, enjoyable, accessible, and social environments for our participants to begin and progress their cycling, whether for recreation or active travel.

We are currently in an exciting period of growth as we upscale our delivery to enable more people to enjoy the benefits of cycling.

Our new 'We Ride Together' Film captures the true spirit of the charity. It's powerful language and imagery tells the story of Dave, a Wheels for All volunteer and cyclist who had been recently widowed and joined the charity to help him deal with his bereavement. Loneliness is one the main health concerns we face, and people are feeling more isolated and disconnected than ever before. Dave is proof that having a connection with others through a shared interest such as cycling can provide a happier and healthier future for all involved. Our cycling offers are fine examples of how communities can flourish and thrive. We never underestimate the lifeline that the charity is to many people.

Please watch the new film here

<https://www.youtube.com/watch?v=wAHYqIQqUa8>



4. Role overview

The **Head of Finance** will lead the charity's financial strategy and management, ensuring compliance with financial regulations, ensuring sustainable growth, and providing financial oversight to help achieve the charity's goals. The role involves managing a small finance team, advising the Executive Management Team, (of which the successful candidate will be a key member alongside the CEO, COO and other key executives), and working closely with the Treasurer and Finance and Audit Committee. You will be responsible for developing and managing financial planning, reporting, compliance, and ensuring that financial systems are robust and fit for purpose. This is a key leadership role, and we are looking for a team player who will contribute to our supportive and positive environment.

5. Role responsibilities

Financial Strategy & Growth Planning

- Co-develop the charity's long-term financial strategy with the CEO and COO to support growth and sustainability.
- Provide financial advice to the Executive Management Team (EMT) and Trustees on strategic decisions, ensuring long-term financial health.
- Lead financial modelling and scenario planning to assess new opportunities and potential risks.
- Recommend systems and processes which generate greater efficiencies.
- Work closely with the COO and CEO to plan and manage the charity's financial resources effectively.

Financial Management & Reporting

- Lead the preparation of budgets, forecasts, and financial reports for the EMT, Treasurer, and Board of Trustees.
- Ensure timely and accurate management accounts, cash flow forecasts, and balance sheets are prepared for internal and external stakeholders.
- Oversee the charity's annual budget process and quarterly reforecasting, ensuring alignment with organisational goals.
- Ensure effective cash flow management and forecasting to meet the charity's operational needs.
- Lead on financial reporting to funders, including key stakeholders such as Sport England, ensuring compliance with Tier 3 Governance.

Compliance & Governance

- Ensure the charity complies with UK charity law, company law, and all relevant financial regulations.
- Work closely with the Treasurer and the Finance and Audit Committee to ensure financial governance is strong and risks are effectively managed.
- Oversee the annual audit process, ensuring timely and accurate submission of statutory accounts.
- Maintain the charity's risk register and reserves policy, ensuring these are regularly reviewed and updated in line with the charity's growth.
- Lead the development and implementation of financial policies and procedures, ensuring they are adhered to across the organisation.

Team Management & System Improvement

- Manage and support a small finance team, providing leadership and guidance on all financial matters.

- Ensure financial systems, including Sage, are fit for purpose and able to meet the current and future needs of the organisation.
- Identify and implement improvements to financial processes, making sure they are proportionate, efficient and effective.
- Oversee payroll processing and ensure pension contributions and PAYE are handled accurately.

Fundraising & Donor Relations

- Work closely with fundraisers within Wheels for All to develop realistic and sustainable budgets for funding applications.
- Recognise funding opportunities that would be appropriate for Wheels for All and bring such opportunities to the fundraising team
- Ensure accurate financial reporting to funders, ensuring transparency and accountability.
- Implement full cost recovery models for programmes and projects to ensure that all costs are covered.

Risk Management & Contingency Planning

- Maintain and update financial risk assessments, working with the EMT to address potential financial risks.
- Lead on contingency planning to ensure the charity can handle unexpected financial challenges.

External Relationships

- Manage relationships with banks, auditors, HMRC, and other external partners to ensure effective financial operations.
- Work closely with external advisors on matters relating to charity law, tax, and regulatory requirements.
- Oversee relationships with the charity's auditors, ensuring timely and efficient completion of audits.

Note: This job description is subject to amendment based on experience and consultation with the post holder. It provides a general indication of duties and may vary over time.

Background Checks: Any offer will be conditional on satisfactory background checks, including criminal record checks and references.

6. Person Specification:

Skills & Knowledge

- Strong understanding of charity finance, including restricted and unrestricted funds, VAT, and grant management.
- Excellent knowledge of financial systems and accounting software (Sage experience preferred).
- Ability to explain financial information clearly to non-financial stakeholders, including trustees and funders.
- Ability to set priorities for the finance team which best support the growth and smooth operation of Wheels for All
- Strong leadership skills, with the ability to manage and motivate a small finance team, enabling team members to grow their skills and responsibilities and to flourish in their roles

Qualifications & Experience

- Qualified accountant (ACA, ACCA, CIMA) or equivalent experience.
- Minimum 5 years' experience in a senior finance role, ideally in the charity sector.
- Experience in preparing management accounts, budgets, and forecasts, as well as presenting financial reports to senior stakeholders.
- Experience managing financial compliance and risk management in line with charity and company law.
- Managing and developing a small finance team.

Personal Attributes

- Strategic thinker with strong attention to detail.
- Collaborative and supportive team player who thrives in a positive and encouraging environment.
- Passionate about supporting the charity's mission and committed to its values.

7. Application Process

Please apply by sending your CV and a covering letter explaining how you meet the requirements of the role to recruiting@wheelsforall.org.uk.

including 'Head of Finance' in the title. Alternative formats are also welcomed e.g. video or audio.

You don't need to be a cyclist to apply for this role, but you do need to share our passion to deliver our services and enjoy making a difference to people's lives.

Closing date for applications: **5pm November 29th 2024**

If you have any questions or would like to have an informal discussion about the role, please email recruiting@wheelsforall.org.uk, call 01925 575 628 or visit ours [contact page](#).

Data protection

Wheels for All will only process and store your personal information. (this means any information that identifies or could identify you) for the purposes of recruitment, after which it will be securely disposed.

Equal opportunities

We welcome and encourage applications from people of all backgrounds.

Wheels for All is committed to creating an inclusive culture, through fostering a diverse workforce where everyone feels like they belong, differences are valued, and everyone can reach their potential. We are a [Disability Confident Committed employer](#) and are actively seeking to diversify and to create a workplace that is welcoming for all, ensuring that our workforce is representative of wider society and the communities we support.

