

*Survivor led
For the people
By the people*



Finance Director

JOB DESCRIPTION

Responsible to: The Board of Directors.

Duration: 6 months (subject to review)

Based: Home-based

Hours: Flexible

Salary: £50ph

Job Purpose

As Finance Director (FD) you will be our main point of contact with the local accounting firm we use to prepare our annual accounts and manage our employee payroll.

You will be eager to use your financial knowledge to help Recovery Code X generate and manage new income streams and oversee financial controls. You will assist in the setting and management of project budgets.

You will be tasked with overseeing the work of the part-time Finance Officer to ensure that his bookkeeping duties are compliant with industry standards and accurate.

You will prepare quarterly financial reports to assist the directors in making sound financial and strategic financial decisions, and to demonstrate to funding bodies a clear set of financial controls.

Duties

- Liaise with designated staff about financial matters, attend online meetings.
- Bank reconciliation: Cross-referencing the books against bank statements and other source documents to confirm accuracy.
- Quarterly reports: Summarising the business's financial position.
- Assisting with budget setting for new services.

Recovery Code X Centre for Complex PTSD
Registered Office: 71-75 Shelton Street Covent Garden London WC2H 9JQ

- Assisting with annual profit and loss and balance sheet reports.
- Assisting with financial revisions to the business plan.
- Attend virtual team meetings on Zoom.

Person Specification

Essential

Professional accounting qualification

Awareness of accounting procedures and controls

Hands-on experience with budgeting and risk management

Knowledge of data analysis and forecasting models

Organised and methodical approach

Knowledge of GDPR

Desirable

Good at communicating complex ideas

Ability to ensure decisions are taken and followed up

Experience of bid writing

Experience of working in mental health sector

A willingness to be contacted on an ad hoc basis

Personal attributes

Honesty and integrity

Compassionate and sympathetic to our mission

To apply, please send your CV and a covering letter explaining why you feel you would be suitable for the role, to admin@recoverycodex.org