



Job Title: Head of Finance, RWHA and QEST

Direct reports: Finance Manager

Location: London, Victoria, SW1

Role Overview:

This newly created role is an opportunity to shape and manage a first-class finance function, serving two highly respected organisations.

The role encompasses responsibility for the operation and management of the financial activities of both The Royal Warrant Holders Association (The Association) and the Queen Elizabeth Scholarship Trust (QEST). It is, therefore, structured accordingly, with separate reporting lines to the Executive Director of the Association and the CEO of QEST.

The Association is incorporated by Royal Charter to ensure the continued existence of the Royal Warrant of Appointment, uphold its unique status within business and protect the interests of Warrant holders. As a not-for-profit membership organisation, it also offers its members a range of events and opportunities within the family of Warrant holders. It is governed by a Council, supported by an Executive committee. Warrants are granted to companies by HM The Queen or by HRH The Prince of Wales. A number of companies granted Warrants by HRH the late Duke of Edinburgh are able to retain them for two years.

QEST, founded by the Association in 1990, funds the training and education of talented and aspiring craftspeople; helping to support Britain's cultural heritage and sustain vital skills in traditional and contemporary crafts. HRH The Prince of Wales is the Patron.

QEST and the Association share space at their offices in Victoria and, therefore, team members of both organisations come into regular contact. It is a mutually beneficial and rewarding relationship with shared values; and with both the Association and its members providing funding to QEST.

However, due to its charitable status and size, QEST is governed independently (according to Charity Commission guidelines) by its own board of trustees and, on a day to day basis, by the CEO of QEST. Therefore, the Head of Finance will report to the CEO of QEST on financial matters relating to QEST; and to the Executive

Director of the RWHA on financial matters relating to the Association. This will be supported by two separate contracts of employment.

The Head of Finance will be responsible for providing medium and long-term financial planning and strategy in support of business plans whilst delivering rigorous day-to-day financial management, reporting, budgeting and analysis according to the requirements of both organisations. The role will also involve responsibility for driving systems' development and leading on business process improvements.

Specific responsibilities:

- Preparation of annual budgets
- Production of monthly and quarterly management accounts and KPIs, including full variance reports and explanations to budget holders as necessary
- Preparation of year end processes including the annual accounts and liaison with auditors
- Production of all income and expenditure and balance sheet accounts, journal adjustments, including accruals and pre-payments
- Provision of advice and support to Directors in respect of financial decision-making, minimising risk and maximising opportunity
- Preparation and filing of company tax returns, liaising with HMRC as required
- Management of business continuity, including appropriate testing and exercising of resilience plans. Monitoring and compiling regular reports on progress against all projects and initiatives
- Evaluation of current business processes and practices and recommending and driving improvements
- Preparation of financial board papers and attendance at board meetings
- Management and development of the Finance Manager
- Management/co-ordination of payroll and pension arrangements and some aspects of employment, including contracts
- Management of internal control and audit processes
- Undertaking of ad hoc project work, to improve financial controls and as required (e.g. risk registers)

Qualifications, skills and experience:

- University degree or equivalent
- Qualified Accountant (CIMA/ACCA/ACA); with several years post qualification experience
- Tax and legal experience; and including charity governance/law
- Middle to senior level management experience
- Experience of writing financial and business reports
- Working knowledge of Sage 50 accounting package. Knowledge of other accounting packages (eg Xero) that integrate with Salesforce would be advantageous
- Excellent IT skills, especially Excel and Word
- Payroll and pensions experience and awareness of employment law

Personal qualities and attributes:

- Contributes effectively to the culture and team dynamic of both organisations; collaborates and supports as required
- Embodies leadership qualities that motivate and earn respect of directors, team members, trustees and other stakeholders
- Commercially astute; balances first class delivery with business drivers
- Willingness to work ‘hands on’; can translate strategy and planning into action, works to deadlines, prioritises and works effectively under pressure
- Self-awareness; can influence, communicate and advocate appropriately in all relationships
- Resilient in the face of challenge; focuses on solutions not problems
- Excellent communication skills, both oral and written
- Flexible and pro-active approach
- Discretion and the proven ability to maintain confidentiality