

Job Description and Person Specification

Job Description	
Job Title:	Head of Finance
Hours of Work:	1.0 whole time equivalent (35 Hours per week with options for flexible working)
Contract:	Permanent
Reports to:	Executive Director of Finance & Operations
Matrix Reporting	None
Place of Work:	Head Office of the SoR, home working or hybrid model
Grade:	Grade E
Information about the Society and College	<p>The Society and College of Radiographers are two separate companies operating together to provide service and support for those involved in radiography. As a Group they enable the Society to fulfil its role as the professional body and trade union for those practicing in clinical imaging and radiotherapy while the science of radiography is advanced for the public benefit.</p> <p>The Society (SoR) is a Special Register trade union affiliated to the TUC with approximately 34,000 members. The College (CoR) is an independent charitable company registered in England and Scotland. The issued share capital of the College is owned by the Society.</p> <p>Although legally distinct companies, the Society and College operate in a seamless way and have common objectives concerned with the promotion and development of clinical imaging and radiotherapy, the promotion of study and research into radiography and the promotion of public awareness of the profession. All of these objectives are seen to be directly for the public benefit. As the trade union, the Society has the additional objective concerned with protecting the honour and interests of radiographers and others involved in the practice of radiography.</p>

Job Purpose	<p>The Head of Finance is responsible for providing leadership and operational delivery of all financial matters for the Society and the College.</p> <p>Working closely with the Executive Director of Finance and Operations (EDFO), the Chief Executive Officer (CEO), and Senior Management Team deliver high-quality accounting service to the organization, including financial advice, sound financial planning, accurate reporting, and robust financial controls.</p> <p>Leading a team of five delivering all aspects of finance, pensions, and payroll, while also managing key stakeholder relationships across the not-for-profit, charity, and trade union sector.</p>
Dimensions	<p>Financial management and reporting for budgets of approaching £10million</p> <p>Payroll of £6.2m</p>

Key Objectives	<p>Financial Leadership</p> <ol style="list-style-type: none"> 1. Work within a flexible and responsive financial framework, ensuring systems remain efficient and fit for purpose in a complex operating environment. 2. Enable effective financial management and strategic financial leadership, ensuring accurate accounting data and robust analysis informs decision making 3. Support the EDFO in preparing financial information and analysis for presentation to the UK Council, College Board of Trustees, CEO, Executive Directors, and other senior stakeholders. 4. Lead the organisation's financial planning and budgeting processes that are fully compliant with all regulators and fit for purpose. 5. Oversight on financial control, policy development and implementation, and ensuring accounts payable, accounts receivable and nominal ledgers are up to date, monthly accounting timetable is managed effectively. <p>Financial Management, Treasury, Reporting & Compliance</p> <ol style="list-style-type: none"> 6. Prepare management accounts to ensure the EDFO and senior leadership team have an up-to-date understanding of the Society's and College's financial position. 7. Manage the budgeting, reporting, and forecasting process across the organisation, ensuring budgets are used effectively and value for money is consistently secured. 8. Co-ordinate the preparation of year-end statutory accounts for both the Society and College, managing the audit process and liaising with external auditors. 9. Ensure full compliance with all financial, fiscal, and legal
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	<p>obligations, including FRS 102, Charity SORP, VAT, corporation tax, PAYE, and National Insurance.</p> <p>10. Day to day management of the treasury function, banking relationship, investments portfolio and related mandates in accordance with organisational policies and strategic priorities.</p> <p>11. Oversee and ensure compliance in relation to purchasing, tendering, contracting, and expense policy management.</p> <p>Financial Operations & Cashflow Management</p> <p>12. Oversee the effective management of Accounts Receivable and Accounts Payable processes, ensuring invoices are issued, processed, and paid accurately and on time.</p> <p>13. Ensure robust credit control procedures are in place to manage outstanding debts and maintain healthy cashflow.</p> <p>14. Lead on balance sheet management and reconciliations, including control accounts, bank reconciliations, ensuring the accuracy and the integrity of financial data.</p> <p>15. Monitor cashflow forecasting and liquidity, providing regular updates to the EDFO and senior leadership team to support informed decision-making.</p> <p>16. Lead on financial systems development, maintenance and support with regular reviews to make sure the system is fit for purpose, users are trained to get the best out of the system and making use of the technological developments.</p> <p>17. Manage accounting for taxation and VAT, including Partial Exemption, VAT returns and day to day relationship with the HMRC.</p> <p>Pensions & Payroll</p> <p>18. Support the administration of the Society's defined benefit pension scheme, working with the Scheme Trustees, regulators, administrators, and legal advisors on financial aspects of the scheme.</p> <p>19. Oversee the delivery of an accurate and efficient payroll service, ensuring compliance with statutory requirements and internal policies, including completion and filing of all related statutory returns.</p> <p>Stakeholder Engagement & External Partnerships</p> <p>20. Negotiate and establish partnerships with key commercial providers, ensuring value for money and long-term sustainability.</p>
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	<p>21. Act as the primary interface with banks, auditors, investment managers, pensions specialists, and other financial advisors relevant to the not-for-profit and charity sectors.</p> <p>22. Build strong relationships with Regions and Countries Treasurers, providing expert financial guidance and support where needed.</p> <p>23. Oversee the finance and administration of the Society's Benevolent Fund, ensuring compliance and responsible financial stewardship.</p> <p>24. Liaise with suppliers on the insurance arrangements for the SOR, negotiate on annual premiums, oversee insurance claims and other matters.</p> <p>Risk, Governance & Internal Controls</p> <p>25. Undertake regular reviews of internal financial control procedures to ensure sound business practices, mitigate risks, and safeguard organisational assets.</p> <p>26. Monitor financial risk exposure and propose effective mitigation strategies to the EDFO.</p> <p>27. Ensure full compliance with all regulatory, legal, and sector-specific reporting obligations, including those required by the Charity Commission, Companies House and Certification Officer.</p> <p>Leadership & Team Management</p> <p>28. Provide strong leadership and effective line management for the Finance Team, ensuring clear objectives, performance management, and professional development.</p> <p>29. Build a collaborative, high-performing culture, empowering team members to deliver operational excellence across finance, pensions, and payroll.</p>
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COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal

Chief Executive, Executive Directors and Heads of Department All staff

External

Auditors

Pension Trustee Board, Administrators and Investment Managers Tax

Advisers

Benefits Providers

Investment Managers

Statutory and Regulatory bodies

Person Specification				
	Criteria (E= Essential D = Desirable)	E	D	Evidenced by
	Previous Experience			
	Previous experience of financial senior leadership	✓		Application form (Shortlisting question) & evidence at interview
	Proven experience of budgeting, financial reporting, and multi-entity audits.	✓		
	Significant experience in Charity/Corporate Governance and Risk Management	✓		Application form (Shortlisting question) & evidence at interview
	Track record as a leader with in-depth experience across planning and performance management, financial management	✓		Application form (Shortlisting question) & evidence at interview
	Strong working experience of pensions administration, payroll, and tax compliance.	✓		
	Experience of Financial leadership within a Trade Union		✓	Application form (Shortlisting question) & evidence at interview
	Project Management experience.		✓	Application form (Shortlisting question) & evidence at interview
	Financial systems implementation, development and support experience, including restructuring of the Chart of Accounts		✓	Interview
	Experience with effective remote working and managing remote hybrid teams	✓		Interview
	Knowledge			
	Fully qualified accountant (ACA, CIMA, ACCA, CPFA or similar)	✓		Interview
	Knowledge of Company, Charity, Trade Union and Pensions legislation to ensure compliance and sufficient to manage and balance any tensions stemming from the interplay between statutory requirements/regulatory compliance and pursuing organisational goals	✓		Interview
	Thorough understanding of FRS 102, Charity SORP, and broader financial governance requirements.			
	Abilities, Skills, Competencies & Behaviours			
	Ability to analyse data and determine trends, forecasts and corrective actions where necessary	✓		Interview
	Ability to think strategically, to translate strategy into action, and to turn ideas, concepts and evidence from a broad range of sources into clear, concise, written policy statements, reports, and presentations and implementation plans for SOR / COR	✓		
	Demonstrable ability to interact and influence at all levels, to have difficult conversations in a constructive and solutions-focused way.	✓		Interview
	Excellent oral and written communication and influencing skills, including being able to speak in public, influence others and to carry a debate with a wide range of individuals, groups and organisations and employer groups	✓		Interview

	Strong self-management and ability to work effectively without support	✓		Interview
	Practical knowledge and experience of Microsoft Outlook, Word, Excel and PowerPoint and other IT and Video conference packages	✓		Interview / Test
	A calm, assertive, persuasive and professional approach that always reflects SoR / CoR values	✓		Interview
	Able to maintain confidentiality and handle extremely sensitive information with diplomacy and tact	✓		Interview
	Excellent organisational skills, to plan, able to prioritise effectively and manage multiple demands and meet deadlines	✓		Interview
	Understanding of data protection principles	✓		Interview