

# JOB DESCRIPTION

## Head of Finance

December 2025

---

Title:	Head of Finance
Contract:	Permanent / Part time
Responsible to:	Chief Executive
Hours:	1 – 2 days per week
Salary:	£15,000 - £22,000 per annum
Location:	Central London
Holiday Entitlement:	20 days (pro rata) plus Public Holidays and Jewish Festivals when the office is closed

Applicants must have the right to live and work in the UK

---

### General Description:

- Manage the finance-related activities and processes of the organisation, and provide sound financial analysis and advice, reporting to the Chief Executive

### Key Tasks and Responsibilities:

- Prepare, from underlying records maintained by the financial controller, monthly management accounts including analysis and commentary
- Prepare, in collaboration with the Treasurer, a rolling 12-month cashflow forecast, updated quarterly
- Prepare, in collaboration with the Treasurer, an annual budget
- Perform an annual review and update of the Board's long-term financial strategy
- Oversee the annual audit, including the preparation of statutory accounts
- Monitor and manage the work of the financial controller
- Oversee the Board's cost approval process
- Provide other financial advice, reporting and analysis, for example in support of potential new projects, fundraising applications and reporting
- Ensure, in close cooperation with the Treasurer and Chief Executive, that appropriate financial policy and processes are in place
- Attend and report to trustee and finance committee meetings as necessary

## **Person Specification:**

### *Essential:*

- Professional work experience in the field of, or related to, finance, accounting and business operations.
- Either a formal accounting qualification, such as ACA, ACCA or CIMA, or substantial financial experience and knowledge
- Good organisational and analytical skills and attention to detail.
- Strong interpersonal, relationship management, communication and presentation skills; able to liaise with all levels of staff and volunteers including senior management, Trustees, Deputies and external contacts.
- Fully conversant with Word, Excel, Databases, Powerpoint, email and accounting software (the Board of Deputies uses Quickbooks Online)
- Flexible and able to think quickly and move rapidly from one area of work to another.
- Evidence of having set clear direction and delivered results through the effective management of people.

### *Desirable:*

Knowledge and understanding of the Jewish community.

## **Additional role requirements:**

- Be committed to the aims of Board of Deputies and act as an ambassador for the organisation.
- Comply with Board of Deputies policy and procedures and code of expectations. Work collaboratively with other colleagues across the organisation to ensure that the Board of Deputies can achieve its vision, mission and strategy.
- Undertake appropriate training as requested by the Chief Executive and be committed to own continuous professional development.
- Carry out any other reasonable duties as requested by the Chief Executive undertaking such other duties that occasionally fall within the purpose of the post.
- Maintain high levels of discretion and confidentiality at all times.
- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. The key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or Board of Deputies operational procedures.

**Information for Applicants:**

**Closing Date:** Monday 5<sup>th</sup> January 2026

**Interviews:** Week beginning 19<sup>th</sup> January 2026.

**How to Apply:** Please send a CV and covering letter, each of which should be a maximum of two sides of A4, outlining, with examples, how you meet the requirements set out in the person specification, and where you heard about the job. Please send this to [recruit@bod.org.uk](mailto:recruit@bod.org.uk) with the subject heading '**Head of Finance**'.