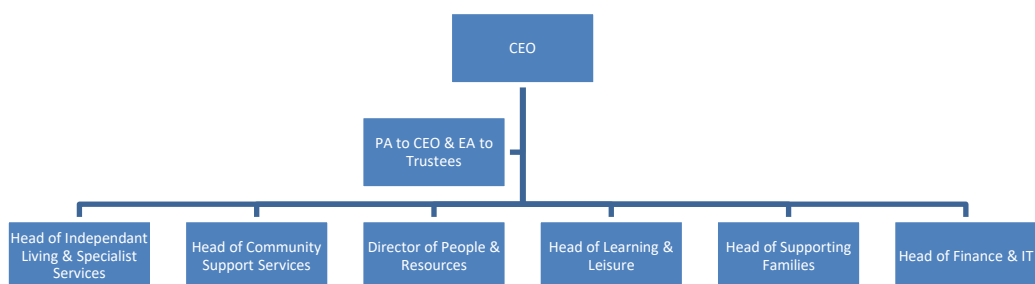
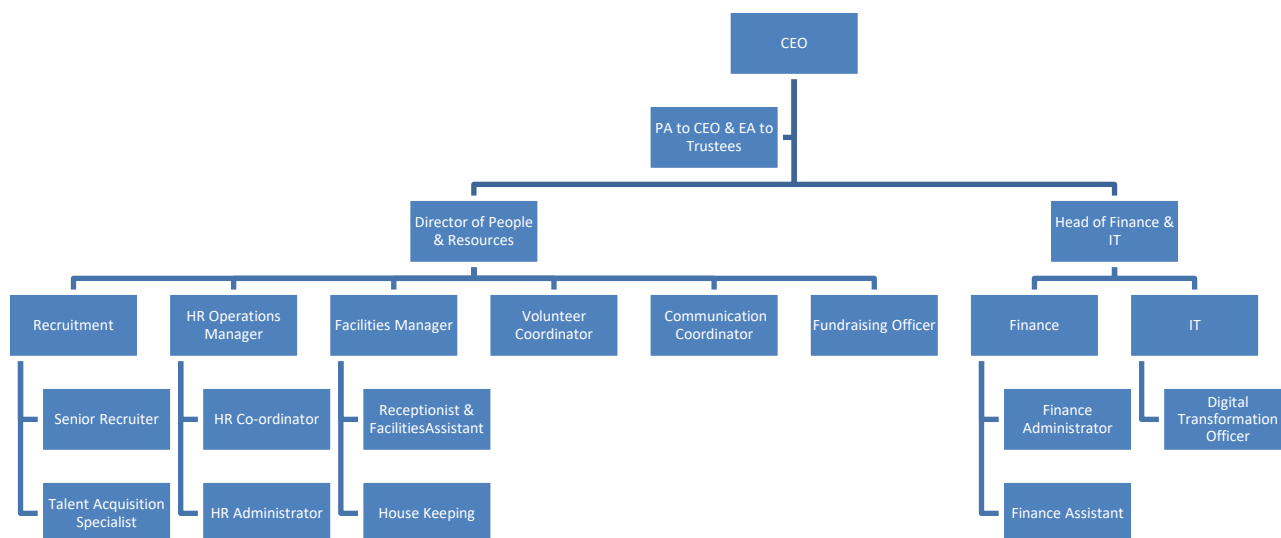


1. Structure

1.1 CEO & Direct Reports



1.2 Central Service



2. About Centre 404

Centre 404 was established in 1951 by a group of family carers who came together to campaign for better support and services for their children and families. We are an award winning charity with circa 350 staff and an annual income for 2023/2024 of circa 8million.

Centre 404 is based in North London and we currently work across 8 London boroughs. Our services also operate across satellite bases, residences and offsite activities. The management of these services are predominantly managed from our community centre and

offices based on Camden Road, from which we deliver many groups, activities and community events.

Centre 404 has three main areas of service delivery: (1)Supported Housing, Community Support Services and Independent Living, (2)Supporting Families and Family Carers, and (3)Learning and Leisure. These services deliver practical and emotional support to children and adults with learning disabilities and/or Autism, as well as their families, in line with Centre 404 values. Central make up the fourth service, providing compliance, comprehensive support and company administration to enable direct service delivery.

Centre 404 has a friendly, hardworking and collaborative culture. Our values are deeply embedded in the way that we work and will continue to underpin the future strategic direction of the charity. In this role you will be able to see directly the benefit your role brings to people with learning disabilities and their families.

3. About the role

The post holder will lead the finance team in streamlining financial reporting and transparency of data in real time. A priority area is to assist operational stakeholders to understand, interpret and use financial data to make fully informed operational decisions by developing reporting systems and financial dashboards that the Senior Leadership Team can navigate independently.

The Head of Finance and IT will also be responsible for working with Heads of Service and Directors to ensure that the terms and conditions of grants are understood and complied with, and for providing financial information for monitoring of grants to funders as and when needed.

Cost controls, specifically with regards to purchasing and contracts, are another area of focus for this role.

The post holder will chair our Digital Transformation Working Group and work collaboratively with The Director of People and Resources and the Senior Leadership Team to develop and embed the digital transformation programme and manage the associated interdependencies with other business system developments for the organisation.

The main areas of responsibility are summarised below, and are also outlined in more detail in the job description.

- Financial integrity and controls, monitoring financial health and sustainability, and mitigating risk of fraud and error;
- Compliance, including reporting and record keeping requirements, and audits;
- Financial strategy, including optimising the organisation's sustainability; preparing the financial statement of accounts; presenting quarterly accounts to finance

committee and the executive board and preparing and finalising the end of year accounts

- Leadership and management, including leading of a small team and advising the Senior Management Team and Board of Trustees in relevant areas;
- Funding income and generation, including development of budgets; and
- Service focused finance provision, including production of regular accounts and development of financial training for relevant stakeholders
- Collaborating with Senior Management team to ensure the best value review for all external contracts.
- Oversee the delivery and continuous improvement of IT services, ensuring systems are collaborative, efficient, secure and aligned with organisational strategy.

4. About the team

This role will benefit from being part of a well-established and supportive team, both with regards to the Finance function and the wider Senior Management Team.

The Finance team currently consists of a Finance Consultant working on a contract for services; a Finance Administrator and a Finance Assistant.

The Finance Consultant is a longstanding affiliate of Centre 404, having worked with the organisation for over 10 years. The Head of Finance and IT, will be able to utilise this experience to ensure a comprehensive handover.

The Finance Administrator is a longstanding staff member with a wealth of knowledge about the organisation as a whole, as well as specific financial procedures including payroll, invoicing, and credit control for larger contracts. In addition, the Finance Assistant provides further support with invoice processing and financial matters

There is also a strong collaborative culture among the Senior Management Team, which consists of Directors and Heads of Service. The SLT meets regularly, both through scheduled meetings and on an ad hoc basis, and works together closely in order to drive change and contribute to the ongoing development of all services. They are invested in the growth and sustainability of the organisation as a whole and to this end, offer each other support and guidance in their respective areas of expertise to ensure the success of each service.