



Catalyse Finance Director: Person specification and Job description

Person specification

Catalyse is a small not-for-profit enterprise, registered with Companies House as a Company Limited by Guarantee. We are looking for someone to join the Catalyse Executive and be the lead for finance and company secretarial matters. It would be best if the person understood our work. A CAT practitioner would be ideal but, if this proves impossible, it could be someone with a lively interest in the field of therapy and mental health who shares our values.

Company Secretary

We are required to submit an annual return to Companies House, including basic accounts information. We also need to keep Companies House records updated on Directors' matters and submit tax returns to HMRC. (In the past few years this has become increasingly easy to do and all is on-line).

The Finance Director will be accountable for all Companies House and HMRC matters and will be disclosed as a 'Person of Significant Control' (PSC) in the Company Records. The Finance Director should therefore be a member of the Executive Group who is trusted by and accountable to colleagues and be of unimpeachable integrity.

Financial Overview

It is not necessary for this person to have any finance or accountancy experience, although it would be an advantage. However they must have an ability to explain financial matters to other members of the Catalyse Executive.

The FD will be supported by Frances Free and Becky Carter (our admin people) and Dawn Bennett (joint Chair) so is not responsible for entering routine transactions (invoices, cash receipts etc.) or making payments. However the FD should be able to use spreadsheets and be willing to learn the basics of the accounting software (Xero), including generating and interpreting various reports monthly. This will enable the FD to keep track of overall cash flow, revenue streams, expenditure and liabilities of the organisation.

The FD will need to liaise with Frances and Becky from time to time, especially when authorising payments and investigating matters that emerge from the regular review of reports. It will be advisable also to have a good relationship with an accountant advising us to help with the preparation of preparing year end accounts. (I currently use John Whitfield, a retired accountant, to help with tax returns and year end accounts).

Job description

The responsibilities listed here assume that the current job share arrangements between Chair and Finance functions continues, and that someone else will be responsible for routine invoice approvals and payments, keeping track of trainees' individual accounts & liaising with NHS Trusts about trainee fees etc. In this case, the main aspects of the work are:

Regular tasks

- Check that bank & Xero balances are aligned and adjust Xero lines where necessary. (monthly)
- Monitor cash flow and bank transactions to ensure financial probity. (monthly)



Catalyse

- Provide management liaison & support to Frances and Becky as required.
- Monitor reserves against future liabilities and provide Exec with appropriate advice.
- With support from accountancy advisor, prepare and present management accounts & interim reports for Exec and other workstreams as required (probably quarterly).

Annually

- Complete corporation tax return and pay tax due.
- Complete and return statutory return to Companies House as PSC.
- Prepare statutory accounts for AGM (with accountancy advisor).
- Prepare Finance Director's report for AGM.

As hoc

- Support others in using Xero codes and manual journals .
- Respond to NHS Trust auditors' enquiries & complete transaction audit reports.
- Act as Xero Administrator (re changes to access etc.)
- Act as Catalyse representative for insurance purposes.

Glenys Parry
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