

HEAD OF FINANCE AND IT: JOB INFORMATION

The National Council for the Training of Journalists is looking to appoint a part-time head of finance and IT to help take the charity to the next stage of its development.

The NCTJ has become one of the most significant and influential journalism-related organisations in the UK. It is a trusted brand and its kite-mark for professional journalistic training is highly regarded and universally recognised in the media industry.

The charity is financially stable with diversified revenue streams, high impact products and services, robust, ground-breaking research and labour market information, and strong and effective leadership.

We are looking for an outstanding candidate to maintain our high standards of accounting, to continue with our pioneering use of technology and to build on our success.

Job overview

Reporting to the chief executive, the head of finance and IT is a pivotal senior leadership role responsible for the financial and technology functions of the charity and its trading company.

This multifaceted position requires a hard-working pragmatic and practical strategic thinker who can ensure sound financial management, accountancy and administration, and drive technological innovation as appropriate.

As the company secretary, the role includes responsibilities to ensure compliance with charity and financial regulatory requirements.

Job responsibilities

The key areas of responsibility for the head of finance and IT are as follows:

1. Financial management, accountancy and administration

- Develop and execute financial strategies aligned with the NCTJ's objectives, ensuring the organisation's financial sustainability and growth.
- Prepare, manage, and monitor the annual budget, providing financial reports weekly and monthly to the chief executive and quarterly reports for the trustees.
- Lead financial planning, forecasting and analysis to support strategic decision-making.
- Keep accurate financial records, processing accounts through Sage, overseeing accounts payable and receivable, and credit control.
- Ensure financial controls and procedures are implemented and adhered to by all members of the team. Review these controls and procedures periodically, including fees and invoicing.
- Prepare quarterly VAT returns for submission to HMRC.
- Manage payroll processes preparing monthly salaries through Sage and payment through BACs.
- Monitor cash flow.
- Administer pensions, ensuring compliance and correct deductions and contributions. Liaise with the NCTJ's pensions advisers.

- Organise the company's insurances, utilities and other contracts.
- Manage the year-end audit, preparing and balancing year-end accounts and liaise with the auditors.
- Co-ordinate the work of the finance and audit committee ensuring the chair is well briefed and prepared for meetings.
- Manage investments to optimise financial resources and mitigate risk.

2. Information technology

- Formulate and implement the NCTJ's IT strategy, aligning it with the organisation's overall goals.
- Oversee the NCTJ's IT infrastructure, systems and software to enhance operational efficiency, security, and user experience.
- Manage the charity's IT contracts and, in particular, the relationship with the IT support consultancy, acting as administrator for NCTJ IT systems and dealing with issues raised by staff. Resolve issues and source new systems as appropriate. Provide training and support when required.
- Work with the product and platform manager to ensure the database, website, e-learning platform and assessment systems are fit for purpose and utilised effectively.
- Liaise with hardware and software suppliers on the maintenance and development of the organisation's IT systems including the telephone systems, photocopiers and security.
- Oversee the charity's continued digital transformation by evaluating emerging technologies, such as artificial intelligence, and recommend their adoption to improve processes and products.
- Spearhead cybersecurity efforts to safeguard sensitive data and ensure compliance with data protection regulations.
- Manage IT support and troubleshooting to promptly address technical challenges and maintain operational continuity.

3. Company secretary:

- Fulfil the duties of a company secretary, maintaining accurate statutory records and ensuring compliance with relevant legal and regulatory requirements.
- Provide support to the board of trustees, organising meetings and writing minutes.
- Advise the chief executive on corporate governance best practices, ensuring transparency, accountability, and ethical conduct.
- Manage legal and regulatory submissions to the Charities Commission and Companies House, including annual reports, charitable status requirements, and other essential documents and reporting requirements.
- Offer guidance on legal and ethical considerations pertaining to the NCTJ's activities.

4. Leadership and team management:

- Lead and develop the finance and IT team, cultivating a collaborative and high-performing work environment.
- Set clear performance objectives, provide constructive feedback, and foster the professional growth of team members, delegating tasks and responsibilities as appropriate.
- Collaborate with the NCTJ team to implement financial and technology strategies within the NCTJ's overarching mission and objectives.
- Instil a culture of cost consciousness and efficiency throughout the organisation.
- Support all members of the NCTJ team in their work as it relates to accounts and IT.

5. Strategic planning:

- Contribute insights from finance and technology perspectives to shape the NCTJ's strategic plan and assist the team with its implementation.

- Working with the chief executive and senior team, identify growth opportunities, cost-effective measures, and innovative solutions to advance the organisation's impact and operational effectiveness.

6. Other responsibilities:

- Assist the chief executive with special projects and the smooth operation of the business making best use of resources.
- Manage the company's risk register, including contingency planning and action to mitigate risks. Ensure the register is discussed and updated at quarterly meetings of the senior management team and board of directors.
- Undertake other relevant duties and projects as determined by the chief executive.

Skills and experience

A proven track record in financial accounting is essential and experience of IT management and corporate governance is preferred. It's very important to have a strong commercial understanding as you'll need to provide sound business advice and support.

Proficiency in financial software (Sage preferred), IT systems and Microsoft Office is required.

A degree level education and/or senior level experience are preferred. Professional body recognition and membership such as ACCA or CIMA and/or relevant IT certifications are advantageous.

Familiarity with non-profit/charity sector regulations, compliance and financial reporting is advantageous but not essential.

Candidates are likely to have experience in managing digital transformation and IT contracts, and an interest in information technology trends, artificial intelligence and cybersecurity.

Excellent leadership, collaborative working, communication and interpersonal skills are important for this role.

All members of the NCTJ team have an unwavering commitment to upholding the NCTJ's values and supporting the charity's objectives.

NCTJ values and recognition

The NCTJ is the media industry's charity that delivers the premier training scheme for journalists in the UK. We provide a world-class education and training system that develops current and future journalists for the demands of a fast-changing multimedia industry.

The head of finance and IT will share our core values and commitment to high journalism standards. Truth, accuracy, objectivity, balance and fairness are at the heart of everything the NCTJ stands for. In common with all charities, the NCTJ exists to help create a better society and we are committed to our social responsibility aims.

The distinctive characteristics – our core values – are at the heart of the way the charity operates and are as follows:

- Fair, accessible and transparent
- Equality, diversity and inclusion
- Strong sustainable growth and best use of resources
- Effective leadership, management and governance
- High profile, respected and influential
- Upholding quality, high standards and best practice

- Open, receptive and responsive to change

We always strive to be the best we can be. Our staff are proactive goal-oriented self-starters who share our desire for continuous improvement and best practice. We have a supportive and collaborative culture. We are cost-conscious and aim to be as efficient as possible.

The NCTJ has won awards for its pioneering awarding and diversity initiatives. Our professional awarding organisation is regulated by Ofqual, Qualifications Wales and the Council for the Curriculum, Examinations and Assessment. The Skills Funding Agency has approved the NCTJ as the end-point assessment organisation for journalism apprenticeships.

Strategic aims and objectives

The aims of the charity are to:

- ❖ Offer outstanding professional qualifications which guarantee the high standards of journalism needed in the workplace and trust in journalists by the public
- ❖ Facilitate equality of opportunity in the journalism profession by taking action to encourage a diverse and inclusive culture
- ❖ Accredite high quality courses delivered by education and training providers and recognise courses of excellence
- ❖ Foster continuing professional development for journalists and journalism trainers throughout their careers
- ❖ Provide services and products that are demonstrably helpful and relevant to stakeholders

The charity's objectives in its five-year development plan are based on the following areas of development:

- ❖ Diversify and increase resources to build the capacity and capability of NCTJ to strengthen its role and impact across all media sectors and related sectors where journalism skills are required.
- ❖ Establish the Journalism Skills Academy to provide expert, quality, professional training for journalists throughout their careers and to support employers to create a highly-skilled, motivated and impactful workforce.
- ❖ Maintain a progressive, flexible and inclusive framework of respected industry 'gold standard' journalism qualifications and apprenticeships that embrace digital and other developments.
- ❖ Accredite journalism courses of excellence at colleges, universities and independent providers and reward and support them to achieve the media industry's challenging performance standards.
- ❖ Provide an effective careers information service that promotes journalism careers, accredited courses and the industry's training scheme for professional journalists.
- ❖ Lead the industry and take direct action on equality, diversity and inclusion to build a journalism workforce that widens participation so that it better reflects its audiences.

- ❖ Mobilise employers to ensure the media industry's professional training scheme produces journalists with high ethical standards to win public confidence and trust in quality journalism.
- ❖ Communicate and collaborate effectively with all target audiences to increase take-up of NCTJ products and services and to increase awareness of the NCTJ's brand values, its role, impact, value for money, agenda-setting activities and status as a charity.
- ❖ Make a positive and demonstrable contribution to the future sustainability of quality public interest journalism in the UK.
- ❖ Provide the industry with substantive research and up-to-date skills information and publications to develop our understanding and response to the rapidly changing market place for journalism.

Benefits

This part-time (approximately 21 hours per week) post attracts an FTE annual salary of c£70,000 (depending on experience) with probationary and annual salary reviews. Other financial benefits include a five per cent employer pension contribution, life insurance and company bonus scheme. There are staff events and personal development training opportunities and a great working environment. The job is based at our lovely offices in the Essex village of Newport near Saffron Walden. We promote work-life balance, consider flexible working requests and support staff who have family responsibilities and particular needs. We actively promote a culture of equality, diversity and inclusion, and we want people who work for the NCTJ come from all walks of life.

How to apply

Applicants should email a full CV and one-page supporting statement to our recruitment consultant Simon Bascombe at Harris Hill: simon.bascombe@harrishill.co.uk.

Closing date for formal applications is Thursday, 12 September 2024.

There will be a two-stage interview process.