Head of Finance & Corporate Services

General Information

- Salary – BALPA pay band 4 (Starting salary £67,879)
- Permanent contract.
- Full time.
- Location – BALPA, One Heathrow Boulevard, 286 Bath Road, West Drayton. BALPA's hybrid working policy applies to this role which allows working from home up to 3 days per week.
- Reports to the Chief Operating Officer (or relevant senior officer)
- Direct reports (3); Finance Officer and Facilities Officers (2)
- Other benefits include a defined contribution pension scheme and 30 days of annual leave (rising to 32 days after 5 years' service).

About BALPA

BALPA is the trade union and professional body representing pilots and helicopter crews in the UK. We have around 10,500 members and are recognised in around 20 companies.

BALPA is currently in a period of reform and improvement, working to modernise and put members at the front and centre of our union. With a new strategy, it is an exciting time to join our team and play a leading role in developing our Association for the better.

BALPA represents members both individually and collectively with workplace issues ranging from individual advice on disciplinary and capability issues to collective industrial bargaining on pay, terms and conditions, to professional issues around flight safety, policy and regulation.

BALPA has a thriving network of pilot workplace representatives in our Company Councils and eleven flight safety and flight policy committees of members in addition to our team of staff of about 40.

BALPA is affiliated to the Trades Union Congress (TUC); the International Transport Workers Federation (ITF), the European Cockpits Association (ECA); and the International Federation of Airline Pilots' Associations (IFALPA).

Job Description

Summary

BALPA's Head of Finance & Corporate Services is responsible for the day-to-day finance and corporate services functions for BALPA.

The postholder will work with the Chief Operating Officer (COO) to develop financial and corporate strategy for BALPA and make recommendations to the General Secretary and NEC to ensure that BALPA's finances are well managed and sustainable.

The Head of Finance & Corporate Services will be responsible for all day-to-day financial and corporate services operations and will work with the COO to ensure that all statutory obligations are complete including audit requirements and HMRC.

The Head of Finance & Corporate Services will take the lead on and work closely with the COO to modernise our finance functions, including digitalising our systems and processes.

BALPA is currently in a period of reform and modernisation. All BALPA staff are expected to show willingness to learn, change and develop and contribute to a positive, supportive and collaborative workplace culture.

Key Duties

Main responsibilities

- Working closely with the COO to develop and implement BALPA's strategic objectives for finance and corporate services.
- Plan and lead on transforming our financial processes, and systems and reporting.
- Provide accurate and timely reports at the appropriate level to the organisation's stakeholders, e.g. COO, General Secretary, SLT and NEC.
- Lead the annual budget process for approval by the NEC and Annual Delegate Conference (ADC).
- Monitor financial performance throughout the year and report to the COO and develop recommendations.
- Prepare the annual statutory accounts and lead the annual audit process, be the main point of contact with the external auditors.
- Ensure that all statutory reports are completed in an efficient and timely manner. (AR21s, Companies House etc.).

- Manage all aspects of the outsourced payroll operations, including processing payroll and payments, submissions to HMRC and pensions provider.

- To be responsible for the day-to-day operations in the Finance Team relating to financial transactions and auditing requirements. Ensuring that work is carried out accurately, within deadlines and to a high standard.

- Ensure that member subscriptions are accurately collected each month and work with the Director for Member Engagement and Career Services to ensure that the Association identifies any issues with individual members.

- Ensure all creditors are paid in an efficient and timely manner.

- Ensure the balance sheet is reconciled and completed in an efficient and timely manner each month.

- Assist the COO with the preparation of papers for and the administration of the relevant Committees, such as Finance Committee, FIRC.

- Assist the COO in preparing papers for the monthly NEC meetings and any actions.

- Be the Finance lead on cross team projects (CRM, Accommodation etc.)

- Oversee and plan the Facilities Team's work plans and develop our Corporate Services offering.

- Work with the COO on the modernisation of BALPA's digita infrastructure, being the main point of contact for the organisation's outsourced IT partner.

- Work with the COO and manage our building and the office functions including developing and implementing a strategy to modernise our office functions and future expansion of our office space.

Building Relationships & Managing people

- Work with the General Secretary, COO, NEC and SLT to ensure BALPA finance obligations are met

- Develop and maintain good working relationships with BALPA staff and representatives.

- Develop and maintain good working relationships with our providers and suppliers.

- To maintain good working relationships with counterparts in other trade unions, both in the UK and internationally, and other stakeholders.

- Manage, support and develop the Finance Officer.
- Manage, support and develop the Facilities Officers.

Communications and Influence

- To attend meetings of BALPA staff and reps and give reports and information about financial matters.

Working Practices and Working Culture

- Work as part of a team, collaborating with colleagues to share best practice.
- Deal with sensitive information in a confidential manner.
- To deputise for the COO when necessary and appropriate.
- To promote a positive and inclusive culture with a collaborative team which is open to new ideas and change.
- To undertake any duties that are reasonably in scope of the role as directed by the COO and General Secretary.

(Please note that this job description is not an exhaustive list of duties and may be reviewed from time to time).

Person Specification	Essential	Desirable
Knowledge and Experience		
Experience of working in a senior finance role with proven successes.	**X**	
A professional accounting qualification.	**X**	
Accomplished use of accounting software systems.	**X**	
Experience of managing, developing, and automating financial processes and accounting systems.	**X**	
Knowledge of the trade union movement and/or aviation industry.		**x**
Building Relationships		
Strong interpersonal skills with the ability to communicate effectively with emotional intelligence.	**x**	
Ability to be calm under pressure, dealing with difficult situations showing both empathy and robustness with an ability to manage expectations.	**x**	
Build and maintain excellent relationships with our staff and stakeholders.	**x**	
Skills and Judgement		
Ability to develop and deliver strategy in a collaborative manner.	**x**	
Solution and outcome-focused with excellent analytical and problem-solving skills.	**x**	
Excellent judgement and decision-making skills.	**x**	
Project management experience		**x**
Communication and Influence		
Public speaking skills with experience of a range of different situations.		**x**
Excellent communication skills, both written and verbal.	**x**	
Working Practices		
Ability to manage high work levels and meet competing demands while ensuring meeting key deadlines.	**x**	
Embrace change and contributes ideas to continuously improve the representation we give to our members.	**x**	
Excellent attention to detail with strong planning abilities.	**x**	
Understanding and following BALPA's strategies, policies and processes.	**x**	
Willingness to travel as appropriate (including occasional travel abroad).		**x**
Working Culture		
A willingness to learn, to develop and contribute to a positive culture that is open to new ideas and change.	**x**	
An ability to work well with colleagues in a supportive and collaborative environment and contribute positively to good workplace culture.	**x**	