



Job Description

Title:	Director of Finance
Accountable to:	Chief Executive Officer
Responsible for:	Finance Department
Location:	Hybrid / Leamington Spa
Contract Type:	Permanent
Working Hours:	Part -Time – 21hours per week
Benefits:	25 days holiday plus bank holidays (pro rata), Pension Scheme, Flexible working arrangements, Birthday leave after 2 years' service, Paid mileage for travel to locations other than base location.

Main purposes of the job:

- Responsibility for delivery of the highest standards of performance for the highest standards of service relating to finance to meet the Charity's business and workforce needs.
- To ensure timely and relevant financial management information for the Trustees and Senior Leadership Team.
- Support the Chief Executive Officer in the development and implementation of strategic priorities and business plans for the Charity.
- Ensure that Life's priorities and requirements are delivered to reflect – both within and outside the organisation, professional and exemplar services in support of the charity's services including all legal and contractual obligations.
- With the other members of the Senior Leadership Team, deputise for the Chief Executive Officer (when necessary leadership)

Key achievement areas:

Strategic and Monitoring:

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- 1) Lead in the development, implementation, and review of the Finance services strategy, ensuring they are in line with the overall organisational business plan.
 - 2) Regularly review the Finance services team objectives in the light of changing environments and issues arising, to ensure their effective delivery.
 - 3) Contribute to the SLT of Life, work with the Chief Executive Officer effectively, in steering the Finance agenda and overall leadership and direction to the Charity.

- 4) Contribute to the development of business plans, operational plans and relevant performance measures which achieve continuous improvement.
- 5) Produce, implement, and monitor the financial services strategy, plan, and policies to achieve corporate objectives.
- 6) Report to the Chief Executive Officer on the Finance team's strategy and plans and the achievement of targets and objectives.
- 7) Support the Chief Executive Officer in accessing various business structures to establish the most appropriate model for the charity.
- 8) Lead and manage the Charity's funds, investments and treasury management function including management of negotiations and relationships with external stakeholders of the Charity.

Leadership:

- 1) Direct and manage the performance of staff in the Finance team to maintain an effective team capable of consistently providing a professional service to the organisation.
- 2) Assist the Chief Executive Officer in supporting the governance arrangements of the Charity.
- 3) Contribute to the development of the Charity's risk management strategy and ensure the implementation of effective controls in relation to all aspects of Finance.
- 4) Develop working relationships and partnerships with external bodies including voluntary and statutory agencies, funders, the Charity Commission, to further the mission of the Charity.
- 5) To promote the Charity internally and externally to ensure a positive external image and a highly motivated workforce.

Financial Management:

- 1) Lead in the preparation of the organisation's annual budget and forecasts.
- 2) Advise the Chief Executive and Trustees on major financial issues that may arise which affect the organisation.
- 3) Ensure the financial reports including financial accounts, management accounts, forecasting and budgets are accurately produced and within established timescales.
- 4) Ensure accurate financial records are maintained to meet legal and tax requirements.
- 5) Prepare the statutory annual accounts and ensure that all reporting and settlement of accounts is undertaken in a timely and accurate manner.
- 6) Manage and plan the cash flow and investment activity, in liaison with the Chief Executive Officer.
- 7) Keep abreast of financial developments across the charity sector by liaising with other senior charity finance staff through participation in the Charity Finance Group.

Personal responsibilities:

- The post holder must assume responsibility for their own professional and personal development (supported by Life where appropriate) to ensure their continuing competence to deliver Life's requirements.
- A key component of development is being fully aware of regulatory and legal requirements impacting on operational services and ensuring that all staff within those services are aware of and deliver their individual responsibilities

Safeguarding Children & Adults at Risk of Harm:

- Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and adults at harm of risk.
- Familiarisation with, and adherence to, the appropriate organisational Safeguarding policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training.
- All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally, then you must seek clarification from your immediate line manager as a matter of urgency.
- Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regards to Safeguarding Children and Adults at Harm of Risk.

Corporate behaviours:

All staff are expected to:

- Work towards the charity's aims and objectives, and uphold its vision and mission
- Operate in line with our core workplace values which are:
 - Humanity – All people are special and equal
 - Solidarity – We're with you and for you
 - Community – We're better together
 - Charity – Doing good for one another
 - Common Good – Building a better world
- Demonstrate respect for others and value diversity
- Act responsibly regarding the health and safety of themselves and others
- Focus on the client and customer, both internally and externally, at all times
- Make an active contribution to develop the service
- Learn from, and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as an ambassador for the charity and always maintain professional standards
- Use discretion and sensitivity and be aware of issues requiring total customer confidentiality
- Demonstrate a flexible approach to their work
- Abide by and take responsibility for the obtaining, storage, processing and sharing of any personal data within the meaning of the General Data Protection Regulations 2018 and as defined in the relevant Life policies for all aspects of service delivery and working practice, paying particular attention to the protection of personal information in any form and by whatever means it is accessed by you.

In addition, all managers and supervisors will be expected to:

- Value and recognise ideas and the contribution of all team members
- Coach individuals to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Provide support, feedback and guidance to all team members and encourage their team to achieve work/personal life balance

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post holder will perform. The job description will be reviewed regularly and may be changed in consultation with the post holder.

Post title: Director of Finance

Personal skill characteristics	Essential (Tick)	Desirable (Tick)
Leadership		
Ability to lead, inspire, motivate and develop staff at all levels	✓	
Skilled at building motivated teams committed to the vision mission and values of the Charity	✓	
Proven track record in the dynamic and effective leadership of staff teams	✓	
Possessing the authority, presence and integrity to command respect from colleagues within the Charity, and from external contacts.	✓	
Business Management		
A well-developed understanding of the dynamics of business and financial management within a charity	✓	
Experience of developing and managing demanding performance standards that will enable the achievement of the Charity's business plans.	✓	
Strategic Ability / Innovation		
Willingness to contribute to the development of services.	✓	
Ability to provide vision and strategic direction to the Finance team.	✓	
Experience in formulating and implementing operational plans and delivering results.	✓	
Knowledge and understanding of a customer focused service organisation.	✓	
Experience / Knowledge / Qualifications		
Proven experience of working within a charity in a similar role		✓
Management Qualification	✓	
Experience of developing and managing demanding performance standards that will enable the achievement of the Charity's business plans.	✓	
Knowledge and practical experience of using IT as a development, fundraising and management tool	✓	
Communication		
Strong presentational skills and ability to promote the Charity with a wide range of individuals and external contacts	✓	
Strong verbal and written communication skills.	✓	
Experience of providing front line customer service and the ability to identify individual needs, preferences and demands.	✓	
Commitment to effectively developing a wide range of partnerships.	✓	

Personal		
Committed to the vision, mission and values of the charity	✓	
Commitment to quality, customer service, best practice and best value in all aspects of the charity's operation	✓	
Ability to work with people at all levels	✓	
Positive outlook and approachable personality	✓	
Ability to work on own initiative	✓	
Handles pressure of meeting deadlines and supports others where possible	✓	
Ability to prioritise workload and plan time	✓	
Commitment to own personal and professional development	✓	
Ability to motivate others and work as part of a team	✓	
A confident, independent and effective decision maker	✓	
Resilient and robust positive outlook	✓	
Dynamic and energetic personality with a high degree of personal drive	✓	
Capable of delivering results to tight deadlines and under pressure	✓	
Ability to interpret relevant information, analyse complex data, review alternate solutions and come to speedy, well-informed conclusions.	✓	

Internal Use Only

Approved By: Kerry Smart

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