



Job Description: Director of Finance

Job title: Director of Finance

Job Location: Croydon (3 days per week in the office)

Type of Contract: Permanent full time

Responsible to: CEO

Direct reports: 2

Salary: £60,000 to £70,000 per annum (dependent on experience)

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

About Us

As a registered charity we are a specialist provider for victims of sexual violence across twelve South London Boroughs. Our services and programmes are available in person at our female only Croydon centre or through six additional satellite locations, as well as remote sessions across 12 South London Boroughs.

Our programmes comprise of: Counselling. Group therapy. Play therapy. Self Esteem Workshops. Training and Consultancy for professionals on the impacts of sexual violence. Prevention and education workshops with young people. Advocacy support & information for survivors going through the Criminal Justice System. Outreach for survivors for who face additional marginalisation. or additional barriers to accessing support, and ISVA Services.

In 2021, we became a partner for the delivery of the Rape Crisis England & Wales 24/7 Rape and Sexual Abuse Support Line, alongside Lincolnshire Rape Crisis & Sexual Abuse Services and ARCH Teesside. We are a member of Rape Crisis England & Wales.

Our services are in response to the needs of survivors and the disproportionate nature of sexual violence committed by men against women and girls. We believe sexual violence to be both a cause and a consequence of gender inequality and are committed to a feminist, empowering model of working.

Job Purpose

To provide strategic leadership for the financial management of Rape Crisis South London's finances, including financial planning in year, as well as taking responsibility for planning the financial sustainability of the Charity's future strategy, taking into consideration any economic changes, the commitments of the Charity including capital developments and the diversification of income generation.

This role will be responsible for the development of all necessary financial policies and procedures, to ensure sound financial management and the financial compliance and reporting demanded by regulatory authorities.

This role will take overall responsibility for the financial management of the Charity's financial reporting and management accountancy, including communication to relevant stakeholders such as Rape Crisis South London's Board of Trustees.

Strategic Financial Management

- Working with the Chief Executive Officer to develop a strategic financial framework to support the development of the Charity ensuring its financial sustainability and growth over the next 5 years.
- Leadership on all aspects of audit, working with the external auditors, including the implementation of findings and improvement areas.
- Take the strategic responsibility for the completion of year-end statutory financial accounts and annual reports, ensuring they represent a true and fair view, including responsibility for the submission to the Charity Commission and other regulatory authorities.
- Investigate and advise on highly complex financial issues, leading on corporate financial reporting, providing strategic financial and business planning advice, including but not limited to the management of Charity funds.
- Working with the Chief Executive Officer and Director of Programmes to strategically lead the contract negotiation process with future service providers for the Charity, ensuring all contract terms and standards are complied with.
- Working with the Chief Executive Officer to deliver the strategy as agreed by the Charity Board of Trustees, including the development of new income streams for the Charity, which will involve the development and management of new delivery mechanisms, such as subsidiary companies, ensuring financial compliance.
- Working with the Director of People to establish effective payroll, TOIL, expense and staff finance policies and processes.

Operational Financial Management

- Influence and develop the Charity's annual financial cycle. This will include overseeing the budget-setting process, the forward financial plan, capital, cash and balance sheet planning and the annual closedown of accounts.
- Analyse and review the Charity's cost base, using benchmarking and other tools and pro-actively seek cost improvement opportunities.
- Take responsibility for the implementation of the Charity's Investment Policy and the subsequent investment decisions taken by the Charity Board of Trustees, including the reporting of the impact of such decisions and any issues arising.
- To engender a culture of performance management across the operational management team that seeks and finds solutions to financial problems and maximises financial opportunities.
- Oversee the monthly Charity financial performance reports for the Chief Executive Officer ensuring the information is accurate, timely and clear and is appropriate.
- Take responsibility for reviewing and updating year end projections, taking account of year-to-date performance, underlying trends and corrective actions and ensure I&E and balance sheet/cash projections are consistent.



- Oversee the financial costing of all business cases and capital projects, challenging assumptions made by project leads and operational managers to ensure all financial aspects have been fully thought through.
- The post holder will play a pivotal role within the Charity's Senior Leadership Team and will be expected to participate in the development of operational plans including adding value to a variety of fundraising initiatives.

Financial Control and Governance

- Ensure adequate governance procedures are in place and kept up to date for the organisation, including SFI's and a detailed Scheme of Delegation, supported by appropriate financial policies and procedures including the Charity Commission policies.
- Take responsibility for the development and management of the Charity's financial policies and procedures.
- Ensure a sound system of internal control is in operation which fully meets Charity and audit requirements.
- Ensure that the Assurance Framework covers all appropriate financial issues and actions to address gaps in assurance or control are identified, tracked and completed.
- Ensure that major capital bids, research investments and funding applications are financially robust and closely monitor the implementation ensuring projects are managed and regulated in line with the Charity's approvals and funding agreements.

Accounting and Audit

- Ensure compliance with all relevant accounting standards, guidance and manuals and provide appropriate advice to the Charity Board of Trustees and others on accounting issues.
- Take responsibility for the production of the Charity's Annual Accounts and lead on all financial aspects of the Annual Report are produced to a high quality and submitted on time.

Facilities

- Oversee the Facilities team comprised of office manager and receptionists
- Ensure organisational compliance with Health and Safety
- Chair the Health & Safety Committee

General

- Combined with technical competence, exceptional communication skills are required to ensure effective interaction with a broad group of stakeholders including, the Charity Board of Trustees, Senior Leadership Team, key influencers, partners and staff.
- Demonstrate effective leadership and management skills in order to lead and develop a high calibre finance function.



- Demonstrate an understanding of the charity sector and possess exceptional commercial acumen.
- As a registered member of a professional accountancy body, the post holder is required to maintain CPD.
- This job description is intended as a general indication of the main responsibilities of the job and does not include detailed instructions on how tasks are undertaken. The post holder will be required to carry out additional tasks as necessitated by the needs of the organisation.

Person Specification

This specification sets out the essential experience and abilities needed by the successful candidate for this post.

Essential Skills

- Full professional accountancy qualification or equivalent experience, with continuous professional development.
- Significant post qualification experience in a strategic finance management level, have an advanced understanding of charity financial management and accounting principles and of the implications of the changing financial regime for organisations in the sector.

Experience

- Experience at director/senior finance level in an equivalent size organisation including experience of balancing the need to be both strategic and hands on.
- Experience of providing high-level financial and business advice in a complex multi-disciplinary environment, including financial strategy development and implementation.
- Experience of successfully achieving objectives and negotiating solutions in pressurised situations where others have conflicting objectives, including the negotiation of complex contracts.
- Experience of producing and leading the completion of the statutory annual accounts and monthly management reports (including non-financial information).
- Experience of supporting major service change projects, including staff re-organisation, improvement in financial management processes and systems implementation.
- Significant experience of working within and leading teams within a multi-disciplinary setting.
- Experience of providing and receiving complex information and communicating this information in a cohesive manner that allows meaningful discussion and informed decision making.

Skills & Knowledge

- Excellent interpersonal, verbal, and written communication skills with the ability to influence and negotiate.
- Ability to develop sustainable relationships with key partners.



- Flexibility and resilience, maintaining a positive approach and with the ability to stand up and be counted. Take difficult decisions and give advice that sometimes conflicts with the views of those being advised.
- Highly developed analytical skills, with the ability to handle projects and problems of increasing complexity and make good quality judgements and decisions on the basis of analysis.
- Project and change management skills.
- Evidenced strategic thinking ability and the ability to prepare strategic documents and reports.
- Computer literate and proficient in the use of Microsoft Office/365 applications, ideally with some experience of Xero.

Values

- Ability to demonstrate support for the Charity's values and behaviours.
- Strong personal integrity.
- A leadership style that empowers staff.
- Assertive, confident and able to work under own initiative, emotionally resilient.
- Ability to function under pressure and meet deadlines whilst maintaining a high quality of work.

Desirable

- Experience of working in same or similar organisation/ sector.

Benefits

- Annual leave entitlement is 27 days a year plus 8 bank holidays (pro rata)
- Each year we gift our staff paid time off between Christmas Eve and New Year (with staff returning on the first working day of January)
- Flexible working practices
- NEST pension scheme; 3% employer contribution and 5% employee contribution
- Benefits package including life assurance, healthcare plan, Employee Assistance Programme, and cycle to work scheme

Monitoring and Evaluation of the Post

The performance of the post holder will be monitored through regular supervision by the CEO. The post itself will be reviewed at six months.

Variation Clause

Rape Crisis South London reserves the right, following full and reasonable consultations with the member of staff concerned and with her trade union or other representatives, to vary, add to or alter any of the terms and conditions of employment attached to this post.

This job description will be reviewed annually and may need to be revised according to the priorities of current workload with the agreement of the Board.