

DIRECTOR OF FINANCE AND RESOURCES

Date:

27 October 2025

Line Manager:

CEO

Deadline:

Advert will continue to roll until filled

Job title:	Director of Finance and Resources
Responsible to:	CEO
Salary	£65,000 to £70,000 (pro rata)
Type of Contract	Permanent
Hours of work	21 hours per week (0.6 FTE)
Location	Hybrid

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 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 2022, 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 our 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 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 the Board of Trustees.

The role is also responsible for governance, IT, facilities, risk and reporting, and compliance.

The team structure is currently: Director of Finance and Resources, Finance Manager, Office Manager, Office Administrator and Receptionist with IT services outsourced.

KEY RESPONSIBILITIES

Strategic Financial Management

1. Working with the CEO to develop a strategic financial framework to support the development of the Charity ensuring its financial sustainability and growth.
 2. Leadership on all aspects of audit, working with the external auditors, including the implementation of findings and improvement areas.
 3. 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.
 4. Investigate and advise on financial issues, leading on financial reporting, providing strategic financial and business planning advice.
 5. Working with the CEO, Director of Programmes and Director of Fundraising and Communications strategically to support the contract negotiation process with funders and partners, ensuring all contract terms and standards are complied with.
 6. Working with the CEO to deliver the strategy as agreed by the 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.
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Operational Financial Management

1. Develop and implement 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 accounts.
2. To engender a culture of performance management across the management team that seeks and find solutions to financial problems and maximises financial opportunities.
3. Oversee the monthly Charity financial performance reports ensuring the information is accurate, timely and clear and is appropriate.
4. Take responsibility for reviewing and updating forecasts, taking account of year-to-date performance, underlying trends and corrective actions including cashflows.
5. 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.
6. 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.

IT

1. To ensure our IT systems are fit for purpose and future proofed.
2. Maintain best practice cyber security including Cyber Security Essentials Plus accreditation.
3. To maintain relationship and review of IT support provider.

Financial Control and Governance

1. Ensure appropriate governance structures and procedures are in place and kept up to date for the organisation, including the Schedule of Delegation, supported by appropriate financial policies and procedures reflecting best practice.
2. Take responsibility for the development and management of the Charity's financial policies and procedures.
3. Ensure a sound system of internal control is in operation which fully meets Charity, and audit requirements.
4. Report to the board and relevant committees regularly including acting as the lead contact for the finance committee.

Risk and Reporting

1. To lead on the risk assessment and management process for the organisation including reporting to the board.
2. To oversee the work on the Monitoring, Evaluation, Impact and Learning Lead to support the organisation in measuring and reporting on its impact – both to current and potential funders.

Compliance

1. Ensure compliance with all relevant accounting standards, guidance and manuals and provide appropriate advice to Board of Trustees and others on accounting issues.
2. In time to act as the SIRO for the organisation. Ensure compliance with data protection regulations and that enabling staff are appropriately trained. We will offer training in this area if this is not part of your current experience.
3. Ensure compliance with health and safety legislation and that all staff and volunteers are adequately trained.

General

1. Combined with technical competence, exceptional communication skills are required to ensure effective interaction with a broad group of stakeholders including, the Board of Trustees, the Senior Leadership Team, staff and partners.
 2. Demonstrate effective leadership and management skills to lead and develop a high calibre finance function.
 3. Demonstrate an understanding of the charity sector and possess exceptional commercial acumen.
 4. A DBS check will be required for this role which RCSL will pay for.
 5. 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.
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PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • 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 financial management and financial accounting principles
Experience	<ul style="list-style-type: none"> • Experience at senior finance level in an equivalent size charity. • Experience of providing high-level financial and business advice. • Experience of successfully achieving objectives and negotiating solutions in pressurised situations where others have conflicting objectives. • Experience of negotiating contracts. • Experience of producing and leading the completion of the statutory annual accounts. • Experience of financial strategy development and implementation. • Experience of supporting major service change projects, including staff reorganisation, improvement in financial management processes and systems implementation
Knowledge	<ul style="list-style-type: none"> • Detailed understanding of financial management in a Charity environment and of the implications of the changing financial regime for organisations in the sector. High level of accounting, technical, & IT skills and the knowledge and experience of the use of office software and financial systems. <p>Desirable</p> <ul style="list-style-type: none"> • Data protection • Health and safety • Governance • Facilities / property • IT
Skills	<ul style="list-style-type: none"> • 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. • Ability to work within and lead teams within a multi-disciplinary setting. • Ability to provide and receive highly complex information and

	<p>communicate this information in a cohesive manner.</p> <ul style="list-style-type: none"> • Project management and change management skills. • Evidenced strategic thinking ability and the ability to prepare strategic documents and reports • Ability to provide and receive constructive feedback. • Consultative, influential and collaborative management style
General	<ul style="list-style-type: none"> • Highly motivated, self-starter able to work without direct supervision. • Team player with high levels of initiative. • Committed to equity, diversity and inclusion.

APPLICATION PROCESS

Please provide a CV and cover letter (no more than two pages) setting out how you meet the criteria in the job description.

BENEFITS

- Annual leave entitlement is 27 days a year plus 8 bank holidays (pro rata)
- Additional benefit of three days (pro rata) gifted to staff between 27 to 31 December
- 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.
- There will be a 6-month probation period for this role

MONITORING & 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 three months and 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 of Trustees.

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.