



## Chief Financial & Operating Officer

### Job Description.

The role will lead the Finance, HR, IT and Administrative team within the Trust with responsibility for inward & external facing operational process, risk and compliance. The role reports directly to the Chief Executive Officer and will also work with the Senior Management Team to ensure that management are delivering on shared goals with collective responsibility. The role will be responsible for much of the day to day internal machinations of the Trust, enabling the CEO to focus their main attention on external factors, stakeholder relations, developing and delivering on the Board' strategic intent.

### General Responsibilities:

- Lead the **strategic financial modelling & planning** for the organization and for the new projects, offering insights and recommendations to support business growth and profitability.
- Develop and implement **financial strategies, policies, and tools** to optimize the company's financial performance, mitigate risks, and align with long-term business objectives.
- Drive the **contract management process, including negotiation**, review, and execution of contracts, with a focus on securing favourable terms and conditions while minimizing legal and financial risks.
- Collaborate with **cross-functional teams** to evaluate and assess potential business opportunities, conducting financial analysis and due diligence to support informed decision-making.
- Establish and maintain **robust governance practices**, including **internal controls, risk management** frameworks, and **compliance with regulatory requirements**.
- Provide **leadership and guidance**, fostering a culture of high performance, continuous improvement, and value-based professional development.
- Stay updated on **industry trends, regulatory changes**, and best practices in finance, contracts, and governance, applying relevant knowledge to drive continuous improvement and innovation within the organization.



## **MAIN RESPONSIBILITIES**

### **FINANCE STRATEGY**

1. Manage all the charity's financial affairs ensuring effective financial management and planning.
2. Responsible for management information, budgets, and forecasts, including regular cashflow forecasts and treasury management.
3. Responsible for ensuring that all monthly and quarterly financial reports are produced in a timely manner, bringing together the work done by the finance team.
4. Full responsibility for all organisational and statutory financial processes, including preparation of the statutory accounts, management of the year end procedures and reporting to the Audit and Risk committee and trading subsidiary boards.
5. Uphold robust risk management of the financial risks to the organisation.
6. Ensure a robust and clear process is in place for financial matters for budget holders.
7. Approve contracts and invoices in line with Finance Manual and Delegated authorities

### **COMPLIANCE**

1. Ensure that the Charity is financially sound, legally compliant and managed within a clear medium/long term financial strategy.
2. Ensure that the Trust delivers against the commitments and requirements of the Warm Home Discount Submission and ensure accurate and timely end of Scheme Year financial reporting, as well as identification of any challenges or issues with expending in line with the scheme, together with proposed mitigating actions.
3. Ensure that the Trust delivers against the Restricted funding criteria attached to any additional funding from British Gas / Centrica and ensure accurate and timely reporting of expenditure against grant on a regular basis.
4. Ensure that all processes are in-line with industry best practice, streamlined and clearly documented to allow for them to be carried out in case of absence.



5. Lead robust compliance with the current Companies and Charities Acts, Trust law and Charity Commission regulations and keep fully informed about legal and regulatory changes pertaining to the Charity.
6. Ensure compliance with all HMRC regulations.
7. Oversee and review all contracts and grants (both received from funders and paid to suppliers/grantees) with a view to ensuring legal risks are minimised and that they are correctly treated within both management and financial accounts.
8. Understand the structure of the Trust and implications of this for how the operations are managed and maintaining the financial accounts.
9. Contract oversight and controls – including ensuring contractual review, value for money and delivery aligned to the contractual requirements by all 3<sup>rd</sup> party service providers.
10. Lead and oversee the Data Protection and Cyber Security, to include the contracts with third parties to ensure compliance with regulations and adherence to best practice.

## **GOVERNANCE**

1. Help ensure best practice organisational governance is in place around all statutory requirements including GDPR, contractual compliance, annual returns and reporting
2. Ensure good quality advice is provided to the main Board regarding statutory requirements
3. Maintain the organisation's risk register and ensure appropriate action plans are developed to manage risk
4. Oversee the production of the Financial Accounts and Trustee report.
5. Act as the key contact for the treasurer and Finance Audit and Risk Committee, ensuring Committees have a clear cycle of activity, agenda are agreed in advance with the Treasurer and CEO and that Board packs are accurate and digestible. Following committee ensure minutes are accurate, actions are addressed promptly and that Board is appropriately updated.
6. Provide comprehensive & appropriate financial reporting to the Board on a quarterly basis and as requested by the Chair, Treasurer and CEO.

## **FINANCIAL & IT SYSTEMS**



1. Develop the financial management systems and ensure they are as efficient and effective as possible, protect assets and meet the changing needs of the organisation and programmatic working.
2. Keep abreast of all changes in the financial accounting and project management system and the associated chart of accounts/coding structure.
3. Ensure a robust system of accounting is in place for contracts and programmes to ensure reserves are correctly analysed and reported.
4. Manage data and oversee the procurement and establishment of relevant IT systems including CRM systems.

#### **LEADERSHIP AND MANAGEMENT**

1. Part of the leadership and management team, support the CEO ensure effective leadership and management of the staff team within Finance & Administration and across the organisation - in partnership with SLT.
2. Be a role model for more junior staff in terms of collaborative, inclusive and impactful behaviour.
3. Champions, motivates and leads continual professional development for Finance team members, supporting employees to grow and build their skills and careers. This includes setting individual and team goals, performance management, recruitment and assistance with any issues the employees may have.
4. Liaise with legal advisors on contractual matters as necessary and instructed by the CEO & Board.
5. Monitor & develop the Financial Procedures manual and approve exceptions to the policy in consultation with the CEO & Treasurer.
6. Be accountable for the performance of the Finance & Administrative functions as well as providing strategic counsel on financial matters.
7. Accountable for the day-to-day leadership and guidance of the Finance team, HR Manager and Administration Manager, which includes setting team goals, driving an inclusive team environment, performance management, team recruitment and assist with any issues the employees may have.