



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE	Director of Finance, HR and Governance
CONTRACT TYPE	Permanent
SALARY RANGE	£32,400 - £36,000 (£54,000 - £60,000 FTE)
HOURS	Part-time 3 days per week (21 hours)
REPORTS TO:	Chief Executive Officer
LOCATION	Vauxhall, London Hybrid model (40% office / 60% home). Employees must have adequate and confidential workspace when working from home. Candidates should ideally be based in London or immediate surrounding area, but locations outside of these areas may be considered.

Purpose of Role:

- As Director of Finance, HR and Governance, you will lead, continually improve and be held accountable for the Trust's financial performance.
- You will have overall responsibility for HR and core areas of organisational support including IT, GDPR, and office administration.
- You will be a pivotal member of the Executive Team, providing strategic leadership in developing and managing Finance, HR and Governance.
- You will contribute to the implementation and delivery of the Trust's strategy to secure long-term financial health and growth, enabling us to achieve our vision and mission.

How to apply:

Please send CV and covering letter to recruitment@suzylamplugh.org Applications without a covering letter will not be considered.

If you do not receive a response within 3 weeks, please assume that on this occasion your application has not been successful.

Main Duties and Responsibilities:

- To lead and develop the Finance and HR team,
- To play a key role in managing financial, HR and legal risk to the organisation, including the design, implementation and monitoring of processes.
- Conduct strategic financial planning to support the decision making of the Executive team and Board and report to the Board on all aspects of financial performance.
- To ensure the robust financial management of, and reporting on any externally funded projects, including overseeing the process of preparing and submitting financial claims.
- To be a key part of the Trust's Executive team, deputising for the CEO as required and working alongside other members of the Executive.
- Have oversight of all aspects of finance, HR and administration that enable the effective day to day running of the Trust.

Strategic Leadership and Management

- To lead the Finance and HR team with two direct reports (the Head of Finance and HR Administrator)
- As directed by the CEO, work collaboratively with others on the Executive Team, the Board and Finance sub-committee to contribute to the strategic leadership at the Trust, including shaping and ensuring delivery of our 3-year strategy and innovation initiatives.
- Represent the finance, HR and governance function on the Executive team.
- Deputise for the chief executive, internally and externally, as required
- Strategically lead on the Trust's policies, processes and systems development and internal control, and ensuring compliance.
- Develop and maintain effective relationships with practitioners and stakeholders in your particular area of business.
- Act as an ambassador for the Trust at all times

Planning and strategy

- Work closely with the chief executive and the Executive team to plan and implement a robust financial strategy for Suzy Lamplugh Trust
- Lead on the development and implementation of finance policy for the Trust, ensuring that financial information is held securely and in compliance with legal requirements.
- Ensure that trustees are fully informed on all matters of finance through regular attendance at the finance sub-committee and attendance at Board meetings.
- Lead on development of multi-year budgets and funding requirements
- Establish cross-departmental processes to monitor KPIs (key performance indicators) for the Trust and work closely with colleagues in other departments to ensure adherence to these
- Working closely with Executive team colleagues and the Head of Finance, ensure the delivery of regular forecasts and projections
- Lead business planning by working with teams to model potential future work - e.g., costs of expansion of an existing programme; modelling potential new programmes and projects
- Provide additional financial assurance on major funding bids

Management accounting and reporting

- Prepare information and reports for the Board, Executive team and chief executive as

required, supported by the Head of Finance.

- Ensure the delivery of management accounts on a monthly basis, including cashflow forecast and projections
- Lead the coordination and development of the Annual Report and Accounts.
- Oversight of annual process for statutory accounts preparation and sign off, including setting timeline, and reporting to external stakeholders.
- Manage relationship with Suzy Lamplugh Trust's auditors, ensuring that accounts and any other information required by the annual audit are produced to schedule.
- Provide oversight of management of cashflow, ensuring available liquidity of the Trust for day-to-day working capital requirements
- Oversight of the budget management process, ensuring appropriate level of support and challenge provided to budget managers, ensuring that funds are deployed efficiently and effectively to maximise impact, and that any significant variance is identified quickly to enable timely action.

Risk management

- Lead on maintaining and monitoring the organisational risk register in conjunction with the Chief Executive and Executive Team
- Provide advice and guidance on project or departmental risk management
- Oversee all financial elements of all agreements entered into by Suzy Lamplugh Trust.
- Identify potential risks and mitigations across finance, HR, governance, GDPR, IT, and health and safety, ensuring these risks are managed.

Human resources

- Ensure the development, implementation and control of systems for the fulfilment of payroll requirements
- Working closely with the Chief Executive, and HR administrator, supported by external HR consultants where required, hold responsibility for maintenance of the Trust's HR policies and procedures to ensure compliance with employment law.
- Ensure line managers are trained in HR policies and procedures and are supported in resolving any HR issues, with policies applied in a consistent manner across the organisation.

Governance

- Work with the Chief Executive to ensure that governance arrangements are fit-for-purpose, compliant with best practice, including charity commission guidance. Record minutes of Board meetings and ensure these are approved in a timely manner.

Other duties

- As the Data Protection Officer, lead on ensuring UK GDPR compliance across the organisation.
- Oversight of IT and Cyber Security, supported by outsourced service provider
- Ensure efficient management of work locations including, relationship with landlord and office health & safety.
- Ensure appropriate insurance coverage in place

- Carry out any other tasks and responsibilities as determined from time to time by the CEO

PERSON SPECIFICATION

Please make sure that you address the criteria that need to be evidenced by your CV and Cover Letter as these will be used to shortlist.

	Essential	Desirable	Evidenced
SKILLS & EXPERIENCE			
Demonstrable financial leadership, with high levels of numerical and financial literacy, commercial acumen and a thorough understanding of best practice in charity finance	✓		Interview
Demonstrable knowledge of UK GAAP, Charity SORP and FRS 102 and experience of applying these in practice	✓		CV & Cover Letter
Strategic planning: ability to build a robust financial plan for the organisation and to foresee and mitigate risks, with demonstrable experience in setting financial strategies for an organisation that is in receipt of multiple funding streams	✓		CV & Cover Letter
Experience of leading HR activity, overseeing HR policy development and application, and ensuring compliance with employment legislation.	✓		CV & Cover Letter & Interview
Collaboration and teamwork: successful track record of developing, managing and being part of high performing teams and working in a cross-team capacity, with proven ability to work collegiately with other senior leaders, deputise for the chief executive as required and connect with peers in the sector, including other small charities.	✓		CV & Cover Letter & Interview
An influential leader with the ability to work at both strategic and operational levels, problem solving and being a highly effective	✓		CV & Cover Letter & Interview

communicator making technical information accessible to all			
Experience of reporting from Sage Line50 or a similar package		✓	CV & Cover Letter
Experience of working in a commercial/social enterprise setting		✓	CV & Cover Letter
Experience of working with or on a board, preparing papers and representing relevant departments on a board	✓		CV & Cover Letter
ESSENTIAL QUALIFICATIONS			
Degree	✓		CV & Cover Letter
CCAB Qualified	✓		CV & Cover Letter
PERSONAL ATTRIBUTES/BEHAVIOURS			
Committed to the aims and values of the Suzy Lamplugh Trust, we expect all staff to uphold and reflect the ethos of the Suzy Lamplugh Trust in their work: <ul style="list-style-type: none"> • Relentless • Enabling • Authentic • Leading • Innovative • Quality 	✓		Interview
<ul style="list-style-type: none"> • Willing to work within the policies and procedures of Suzy Lamplugh Trust, including equality and diversity 	✓		Interview