Director of Finance, Governance & Operations

Job Description

Reports to: Chief Executive

Direct Reports

- Finance Officers (x2)
- HR Administrator
- Others as required

Day to day support to First Contact & Charity Support Co-ordinator with internal operation elements of the role

Location: Shine Head Office, Minerva Business Park, Peterborough, PE2 6FT

Hours: Full-time Monday to Friday 9am to 5pm (35 hour working week)

Salary: £60k FTE per annum

Leave: 30 days annual leave plus bank holidays and discretionary leave between Christmas and New Year (pro rata)

Employer Pension Contribution: 6%

Purpose

You will be a key member of Shine's Senior Leadership Team (SLT), playing a vital part in the development and implementation of the charity's strategy.

Working closely with the Chief Executive and the Board of Trustees, the Director of Finance, Governance & Operations will provide strategic leadership across finance, governance and operations for both Shine and its trading subsidiary.

You will be a fully qualified accountant (CCAB-recognised qualification, or CIMA), and will ensure the charity remains financially sustainable, well-governed and operationally resilient.

You will lead the development of financial strategy and planning, and will also provide oversight and support for governance, organisational risk, people processes, operational infrastructure, information security and business continuity.
(NB: You will not be expected to be the technical specialist in every function. Delivery is undertaken through specialist staff and external professional advisers).

Key responsibilities

Financial leadership (circa 50% of role)

- Lead the development of the financial strategy, including budget setting and provision of robust and management information to the SLT and the Board of Trustees.
- Ensure the CEO and Trustees receive timely, accurate and accessible financial information, and are advised of significant financial risks, issues and opportunities.
- Produce the annual Financial Statements in accordance with current legislation and accounting standards, liaising with auditors.
- Lead all financial reporting, including monthly management accounts, cashflows, budgets and support the SLT on all financial planning.
- Provide the Chief Executive and SLT with regular detailed analysis of financial performance and monitor key performance indicators.
- Provide high-quality financial control across the organisation to ensure effective financial management.
- Lead on internal audit including maintaining and updating policies and procedures such as the risk register ensuring, with input from the SLT, that all critical risks are mitigated as far as possible.
- Lead on staff payroll liaising with HR and Shine's external payroll processor.
- Lead on all banking requirements.
- Liaise with regulatory bodies: HMRC, Companies House & The Charity Commission.
- Ensure value for money and effective resource management throughout the organisation.

Strategic leadership

- Act as a member of the Senior Leadership Team, working collaboratively to provide leadership, strategic oversight and support for the organisation, its employees and the Board of Trustees.
- Contribute to the development and delivery of Shine's strategic plan.
- Support the Chief Executive and Trustees on organisational sustainability, growth and effectiveness.
- Promote a culture of continuous improvement, accountability and collaboration across the charity.
- Lead corporate planning processes and support the monitoring of organisational performance.
- Act as representative of the charity to external audiences, representing the charity at networking events and opportunities.

Governance

- Act as lead adviser to the Chief Executive and Board on governance matters.
- Support the operation of the Board of Trustees and relevant committees.
- Ensure compliance with Charity Commission, Companies House, HMRC and other regulatory requirements.
- Lead the review and development of organisational policies and governance frameworks.
- Oversee delegated authorities and decision-making frameworks.
- Support Trustee recruitment, induction and development.
- Undertake governance and compliance responsibilities typically associated with a Company Secretary function, including maintaining statutory records, supporting Board administration and monitoring compliance with relevant legal and regulatory requirements.

Risk, compliance & assurance

- Lead the organisation's risk management framework.
- Maintain and develop the corporate risk register, ensuring risks are identified, monitored and mitigated effectively. This builds directly on the current responsibility for risk management and internal audit.
- Responsible for managing all insurances, ensuring cover is relevant, up-to-date and that the premium is reviewed for best value.
- Ensure appropriate internal controls and compliance processes are maintained across the charity.
- Monitor emerging risks and regulatory developments and advise the CEO and Trustees accordingly.
- Lead business continuity and organisational resilience planning.

Operations

Provide strategic oversight of the charity's organisational infrastructure.

This includes responsibility for ensuring appropriate systems, controls and resources are in place across:

1. **People & HR**
   - Oversee HR policies, procedures and employment practice.
   - Support workforce planning and organisational development.
   - Work closely with the HR Administrator and external HR advisers.
   - Ensure compliance with employment legislation and good practice.
2. **Facilities & Health and Safety**
   - Ensure the organisation maintains safe, effective and compliant working environments.
   - Provide oversight of facilities management arrangements.
   - Monitor health and safety compliance and organisational performance.
3. **Information Technology & Cyber Security**
   - Oversee relationships with outsourced IT providers.
   - Ensure technology supports organisational strategy and operational effectiveness.
   - Provide executive oversight of cyber security, information security and disaster recovery arrangements.
4. **Business Continuity**
   - Ensure robust business continuity and recovery arrangements are maintained and tested.
   - Support organisational preparedness for major operational or technological disruption.
5. **Data Governance & Information Management**
   Working with the Head of Data, Communications & Marketing:
   - Provide executive oversight of data governance and information management.
   - Ensure information governance, GDPR and information security risks are effectively managed.
   - Support the development of organisational reporting, insight and performance management.
   - Promote effective use of data to support decision-making and organisational improvement.

Person Specification

Essential

Qualifications

- Fully qualified accountant (ICAEW, ACCA, CIMA, CIPFA, ICAS or equivalent CCAB-recognised qualification).

Experience

- Significant experience in both strategic and operational finance within a charity, commercial or mission-driven organisation.
- Demonstrable experience at senior management level.
- Advisor at Board level on legislative, policy and regulatory change.
- Experience or understanding of corporate and charity governance.
- Proven experience of budget setting, financial procedures, management accounting, risk and asset management.
- Experience of successfully developing and implementing financial policy and strategic plans.
- Experience of leading and developing teams.
- Experience of managing organisational change and improvement.

Knowledge & skills

- Ability to present and explain complex financial and organisational information to varied audiences.
- Strong understanding of charity governance and regulation.
- Well-developed leadership, strategic and organisational skills to provide firm and positive strategic oversight and direction.
- Excellent interpersonal and communication skills with the ability to build credibility with a wide range of stakeholders.
- Fully IT literate using Microsoft Office package.
- Sound knowledge of GDPR and compliance requirements.
- A collaborative and participative approach to inspire motivated team.

Desirable

- Company Secretary duties.
- Experience of MS Dynamics 365 Business Central and Salesforce CRM.
- Experience of charity governance and board administration.
- Experience of overseeing outsourced IT and HR services.
- Experience of business continuity and organisational resilience planning.
- Experience of data oversight.

Personal attributes

- Confident and independent, with the ability to make decisions and take responsibility for them.
- Strategic yet operational.
- Collaborative leadership style with the ability to manage and develop teams effectively.
- High levels of integrity and professionalism.
- Strong relationship builder and team player.
- Commitment to diversity, equity, inclusion and the aims of Shine.
- Good communicator – actively listens and adapts communication style to the audience being addressed.

Benefits:

- Competitive salary
- 6% pension contribution
- 30 days annual leave plus bank holidays, with additional discretionary leave between Christmas and New Year
- Additional annual leave awarded for ‘long service’
- Opportunity to purchase additional annual leave
- Life insurance after 12 months’ employment
- Access to our Employee Support Programme and Mental Health First Aiders
- Support to learn and develop

How to apply

Shine is a Disability Confident employer and will offer guaranteed interviews if a disabled applicant meets the minimum criteria for the job.

If you would like to discuss the role with our Chief Executive, Kate Steele, please contact kate.steele@shinecharity.org.uk to arrange a convenient time for a call.

To apply please submit your **CV and supporting statement**, which should outline your interest and explain how you meet the role criteria
to recruitment@shinecharity.org.uk

Please note applications without a supporting statement will not be accepted

We understand that you may wish to use AI tools to help you with some aspects of your application, but we do expect tailored applications which are personalised to your experiences and not generic applications which are completely AI generated. We encourage candidates to be transparent about AI usage in their applications.

Closing date: Sunday 18th October 2026 at 11pm
Please note: we reserve the right to interview suitable candidates before the closing date, therefore we encourage applications as soon as possible.