

JOB DESCRIPTION

Position:	Director of Finance
Responsible to:	CEO
Responsible for:	Finance Officer, Finance Assistant & Finance and Legacy Manager
Works With:	Senior Leadership Team, Finance and Risk Committee Board of Trustees, all staff, auditors, tax advisors and other interested parties
Location:	Hybrid working – office in Godalming and home

Overview:

The Director of Finance will direct, run and oversee the financial operations and procedures of the League, responsible for our annual budgeting, financial reporting including monthly management accounts, annual statutory accounts production and managing the audit, treasury management, VAT and tax returns, statutory compliance filing and finance management system administration.

The Director of Finance will provide data, reporting and professional advice on the finances, and where applicable, commercial aspects, of the Charity and its trading subsidiary company and will work closely with the senior leadership team to support the delivery of the charity's strategy.

In addition, the role will ensure our accounting and financial systems, structures, processes and controls are robust and appropriate. The Director of Finance will be the lead director for the management of general and financial risk, including fraud risk, working in collaboration with the other Directors.

The League Against Cruel Sports is Britain's leading charity working towards a kinder society where persecuting animals for 'sport' is in the past.

Redefining what is acceptable and inspiring change, we were instrumental in helping bring about the landmark Hunting Act 2004. Driven by compassion and empowered by knowledge, we manage sanctuaries to protect wildlife, carry out investigations to expose law-breaking and cruelty to animals, and campaign for stronger animal protection laws and penalties.

United, we will end animal cruelty in the name of 'sport'.

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Purpose of Job:

- To provide the robust financial framework required to optimise our resources and minimise risk, thereby ensuring financial security and stability.
- To have overall control and responsibility for all financial aspects of League's strategy, to analyse figures and implement agreed recommendations.
- In periods of change both in the external environment and internally, the Director of Finance role is critical for understanding the financial implications and coordinating the necessary process, systems and policy changes as appropriate.
- To support the continued growth, scale and sustainability of our funding and help achieve the League's objectives to be a best-in-class charity and employer through strong and effective governance, management, planning, charity regulations and reporting requirements, systems and programmes.

Principal Responsibilities:

- Provide leadership to the Board's Finance and Accounting strategy, to optimise the League's financial performance and strategic position
- Ensure that the League's financial systems, policies and processes are robust, compliant and support current activities and future growth and implement these across the organisation
- Contribute fully to the development of League's strategy across all areas of the business, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets and business drivers
- Work with the Senior Leadership Team to grow the charity, formulating strategies and plans
- Lead and develop the Finance team
- Provide reporting, analysis and commentary on the League's financial performance at Trustee meetings, including the production of monthly management accounts
- Ensure budgeting processes are carried out and reviewed to ensure accurate financial reporting
- Take ultimate responsibility for the League's treasury management and policies
- To provide final annual accounts and supporting schedules within an agreed audit timetable, working closely with the auditors to deliver the annual report for Board approval
- Ensure that the regulatory requirements of all statutory bodies are met
- Manage the League's financial policies
- To oversee transaction processing, and support employee payroll processing and pensions administration functions

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- Establish a high level of credibility and manage strong working relationships with external parties including supporters and donors
- Work in line with company policies and processes, in particular health and safety and information security
- Actively work to embed sustainability into day-to-day practices, advancing sustainability at the charity
- Take an inclusive and collaborative approach to teamwork and stakeholder engagement
- Any other duties that are reasonably asked of you.

Skills/Knowledge	Essential	Desirable
Professional and Technical Qualifications	<ul style="list-style-type: none"> ▪ Fully qualified Accountant and current member of ICAEW, CIMA, ACCA or equivalent or holder of an equivalent qualification. 	
Experience and Knowledge	<ul style="list-style-type: none"> ▪ Significant relevant skills and knowledge in financial leadership and operational management at a senior level gained in an organisation of comparable scale, including knowledge of treasury and financial management. ▪ Experience of leading, developing, managing and motivating teams and individual direct reports. ▪ Proven experience of budget preparation, setting and monitoring and financial forecasting. ▪ Proven track record of preparing and presenting financial and management accounts, reports and data. ▪ Thorough understanding of management systems for all accounting functions including purchase ledger, sales ledger, payroll, cash and banking and nominal ledger. ▪ Proven experience of liaising with statutory agencies e.g., Charity Commission, Inland Revenue and HMRC. ▪ Strong experience of both management and statutory financial accounting including taking the lead with external auditors and tax advisers. 	<ul style="list-style-type: none"> ▪ 5 years experience in a financial leadership role in the charity sector. ▪ Strong understanding of charity laws and regulations. ▪ The ability to influence key business strategies and initiatives, taking a strategic view of the business and impact on finance to improve and deliver a proactive service.

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<p>Skills and Competencies</p>	<ul style="list-style-type: none"> ▪ Able to lead, inspire, motivate influence others to achieve the League’s objectives. ▪ Excellent communication skills to be able to talk to anyone in a diplomatic yet inspiring way. ▪ Proven report writing skills and the ability to report financial information in a way that it is accessible to a wide range of stakeholders. ▪ Ability to set targets, motivate and inspire staff to achieve targets. ▪ Ability to prioritise responsibilities under pressure and be self-motivating. ▪ Personal Integrity and ability to maintain strict confidentiality. ▪ Excellent judgment, able to analyse and understand issues and generate solutions based on relevant information. ▪ Able to identify and manage risk. ▪ Advanced MS Word, Excel, PowerPoint and Outlook skills. 	<ul style="list-style-type: none"> ▪ Ability to think strategically, assess risks, monitor trends and anticipate implications of decisions. ▪ Strong mentoring and coaching skills, and proven ability to develop others.
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Personal Characteristics

1. A genuine empathy and compassion for animals and commitment to the objectives and purpose of the League.
2. A collaborative approach to work and a commitment to the values of accountability, openness and diversity.
3. A credible, approachable person that can build rapport and inspire trust.
4. The courage and resilience to work in challenging environments and manage demands in an emotionally mature way.
5. The ability to drive forward change and adapt response accordingly to changing needs and circumstances.



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Acknowledgement

I acknowledge receipt of this job description. I confirm that I have read, understood and accept the requirements of this role.

Signed by the employee:

Printed name:

Date: