

# JOB DESCRIPTION

## SECTION 1

### BASIC DATA

<b>Job Holder's Name:</b>		<b>Job Title:</b>	Director of Finance
<b>Reports to:</b>	Chief Executive Officer	<b>Location:</b>	Hybrid
<b>Department:</b>	Finance	<b>Job Family:</b>	Director

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## SECTION 2

### ORGANISATIONAL STRUCTURE

This role reports to the Chief Executive

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## SECTION 3

### JOB PURPOSE

(What is the purpose of the job?)

The Director of Finance is a senior leadership role responsible for shaping and executing the charity's financial strategy in alignment with its charitable objects and strategic goals. This role encompasses financial planning, control, management and statutory financial reporting, working capital management, and donor relationship management to ensure the financial health and sustainability of the charity.

### SIZE/DIMENSIONS

(In what context does this role operate in terms of area of impact, financial budgets and supervision and or management of staff.)

The Director of Finance role significantly impacts the entire organisation. The role is responsible for the strategic oversight and management of the company's financial health and adherence to statutory regulations and company policies, influencing both short-term financial performance and long-term financial sustainability. This role will oversee a substantial financial budget. Additionally, the Director of Finance will manage relationship with external financial service providers and reports directly to the CEO.

## SECTION 4

### PRINCIPAL ACTIVITIES/OUTPUT OF JOB

(This area outlines in more detail the duties of the post holder).

**Financial Planning and Financial Strategy:**

- Develop and implement the Board's financial strategy in alignment with charity objects and strategic goals.
- Drive financial planning, budgeting, and forecasting processes to ensure accurate and timely financial information.
- Devise revenue generating strategies in relation to activities including; think-tank, events, Chartered Membership, financial education and other activities in future.
- Provide insights and recommendations to the executive team for informed decision-making regarding pricing, profitability, and growth strategies.

#### **Financial Control and Reporting:**

- Oversee financial control systems, policies, and procedures to ensure compliance with regulatory reporting requirements.
- Work with the CEO, Investment Committee and Audit and Risk Committee preparing the necessary updates for review and approval as required.
- In partnership with the external financial operation team, to design and implement financial reports, including monthly management accounts, KPIs, and statutory financial statements, for presentation to the Board, stakeholders and donors as relevant utilising the digital reporting tool and the capability of the finance outsource provider. Work with external accounting firm to ensure that the chart of accounts is maintained in such a way as to be able to report on the key requirements for the charity for management reporting and financial reporting.
- Reporting on use, investment and performance of restricted, unrestricted and designated funds.
- Conduct financial analysis and provide meaningful insights on key performance indicators (KPIs) to drive charity performance and identify areas for improvement.

#### **Working Capital & Treasury Management:**

- Manage and optimise working capital and treasury, including cash flow, accounts receivable, and payable, to support operational needs.
- Develop strategies and follow Investment Committee agreed policies for effective treasury management, ensuring funding arrangements with donors are managed appropriately and in line with agreed governance criteria approved by the trustees.
- Monitor and mitigate financial risks through robust risk management practices and reporting.

#### **Donor and Social Venture Relationship Management:**

- Finance lead for discussions with potential donors with regards to funding that may be required to achieve the charity's objects and strategic goals.
- Cultivate and maintain strong relationships with donors, ensuring adherence to funding agreements and compliance with reporting requirements.
- Engage with trustees and provide regular updates on financial performance, market trends, and social venture opportunities in conjunction with CEO.

#### **Operational Finance /Accounting / Tax and Audit Compliance**

- Oversee the operational finance elements of the charity that may be internal or outsourced, ensuring timely and accurate processing and that all the necessary statutory filings are being made as they should.

- Steer and co-ordinate the outsourced functions e.g., finance operations outsource provider, external accountants and audit firm
- Ensure all tax filings are accurate and timely working with external accountants
- VAT filings working with external providers
- Payroll filings – payroll via Xero – ensuring that all filings are made accurately and on time and pension contributions are correct.
- Co-ordinate and guide on the annual audit to ensure that this is carried out as efficiently and effectively as possible with no issues, with the preparation of the statutory accounts and filing made on a timely basis.

**CONTACTS AND INFLUENCE EXERCISED**

(Type, number and seniority of contacts, impact of influence)

This role interacts with the CEO, other senior colleagues in LFBF, the Audit & Risk Committee, Board of Governors and external stakeholders and service providers.

**DECISIONS**

(How much freedom is there to provide solutions, and make decisions regarding the resolution of problems within the constraints of established guidelines or procedures, and supervision?)

Indicate the level which best describes the job holder’s involvement in the decision making process:

Follows written and verbal instructions and established guidelines	
Interprets policies & procedures	
Participates in the establishment of guidelines & procedures	
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	X

Indicate the statement which best describes the impact of the job holder’s decisions:

Restricted to employee’s own work	
Has impact on department/directorate objectives	
Has impact on The London Foundation of Banking & Finance objectives	X

**DEFINITION /CLARITY**

(The extent to which to job is defined; the clarity of the job’s boundaries, levels of uncertainty)

This is a new role and is therefore subject to amendment.

**ANY ADDITIONAL FEATURES OF NOTE**

This is a part time (0.2FTE) hybrid role with the expectation of being in the London office at least one day every other week (Wednesday).

Job holder signature

Date:

Line Manager signature:

Date:

## PERSON SPECIFICATION

<b>Qualifications, knowledge and professional memberships</b>	<b>Essential / desirable?</b>
First degree in a relevant subject	E
Professional qualification: Chartered Accountant (ACCA), Chartered Institute of Management Accountants (CIMA), or equivalent certification.	E
<b>Technical Skills, Knowledge and Experience</b>	<b>Essential / desirable?</b>
Extensive experience in finance roles, with a track record of progression to senior management positions.	E
Previous experience as a Financial Controller, Head of Finance, or similar role.	E
Experience in the charity sector or a similar industry	E
Experience in strategic financial planning, budgeting and forecasting and execution.	E
Experience working with senior executives, boards, and other key stakeholders.	E
Experience in leading financial change initiatives, such as system implementations, process improvements.	D
<b>Core competencies</b>	<b>Essential / desirable?</b>
Excellent Organisational and project management skills	E
Influencing and negotiating skills	E
Excellent verbal and written communication skills	E
Risk Management and financial compliance	E
Problem solving and decision-making skills	E
Ability to think strategically	E
Microsoft Office including advanced Excel skills	E
Proficiency in financial software, preferably Xero	E
Commitment to Continuous Professional Development	E
Strong ethical standards and integrity	E