

Job Description



Job Title:	Finance Director	Department / Team	Central Services / Finance
Job Type	Permanent	Place of Work	Home based, with some travel
Hours	37 per week	Reporting to	Chief Executive (CEO)
Salary	£41,470 up to £47,840	Grade	5 / 6 Senior Leadership

Job Purpose

To work in support of our values to make sure people are at the heart of what we do, and we are the best we can be in delivering our mission.

- To be responsible for strategic financial leadership, shaping the charity's financial direction with direction from and reporting to the Chief Executive Officer and Board of Trustees.
- Accountable for and leading on the development and implementation of financial policies, procedures, and controls, ensuring compliance with legal and regulatory requirements, including Data Protection and GDPR.
- To lead on all aspects of financial planning, forecasting, and analysis, ensuring management accounting principles are robust for sound decision making by the Senior Leadership Team.
- To ensure all budget holders are provided with the relevant training and support as non-financial managers on understanding management accounts, how budgets work, staffing appropriately within budgets and dealing with over/under spending 'in year' to provide consistent financial decision-making in Operations.

Key Responsibilities

Strategic Financial Leadership:

- Shape the organisation's financial direction and long-term financial goals
- Develop financial strategies aligned with business objectives.

Financial Planning and Analysis:

- Responsible for budgeting, forecasting, and financial modeling of organisational and contractual income and expenditure.
- Analyse financial performance and provide insights to senior leadership.

Risk Management and Compliance:

- Ensure compliance with legal, contractual and regulatory requirements.
- Be the SLT Lead on organisational Risk, and ensure the implementation of internal controls to mitigate financial risks, reporting to Audit and Risk sub-committee as required for good governance with the CEO
- Work collaboratively with Business Development to ensure contracts are financially viable and practicable.

Financial Reporting and Governance:

- Responsible for financial reporting (including preparing monthly management accounts) and reporting to internal managers.
- Preparing full yearend financial accounts
- Presenting financial information to the Board and stakeholders.
- Working within the Senior Leadership Team to promote best practice relating to Data Protection, GDPR and information governance.

Treasury and Cash Management:

- Manage cash flow, liquidity, and investments.
- Optimize working capital and funding strategies.

Team Leadership and Development:

- Line manage, coach, and develop the finance team to ensure the fostering of a collaborative and high-performance culture.
- Ensure any performance issues with direct reports are addressed within in a timely manner to deliver ongoing effective performance.

Stakeholder Relations:

- Foster strong, collaborative working relationships with all internal partners, notably, SLT colleagues, operations and Business Development to deliver our core business outcomes.
- Work with external auditors, customers and suppliers.
- Represent the organization in financial matters.

Systems Development

- Working collaboratively with colleagues in the Senior Leadership team, support the development of internal central services systems to provide better reporting and decision-making outcomes. Take the lead on reviewing and planning for future integrated finance systems development.

General

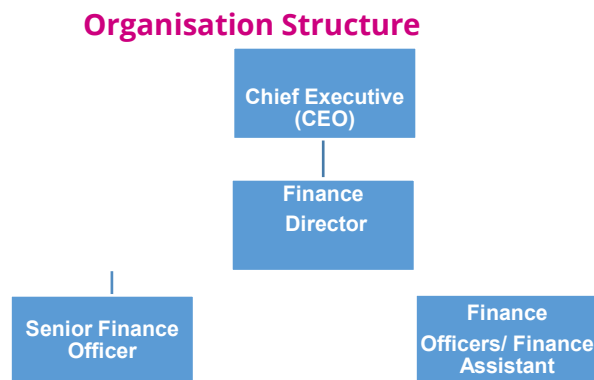
1. Attend and participate in regular one-to-one and group supervision, in line with The Advocacy People's Supervision Policy. Participate in training and internal meetings.

2. Become familiar with, and work within, the policies, procedures and protocols of The Advocacy People.
3. Ensure that all duties and services provided are in accordance with The Advocacy People's Equality, Diversity and Inclusion Policy.
4. Comply with individual responsibilities in relation to health and safety in the workplace in accordance with The Advocacy People's Health & Safety Policy & Procedure.
5. Undertake such other duties and tasks commensurate to the grade and character of work. Therefore, the above list of main tasks in this job description should not be regarded as exclusive or exhaustive.

Note: This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. The Advocacy People reserve the right to update the Job Description from time to time to reflect these changes in or to the post after consultation about any proposed changes.

Liaison with

- Local Authorities; Local Healthwatch
- Other Local Advocacy Partners and Projects
- Internal liaison with other departments (e.g. Operations & Central Services)



Signatures

_____ **Date**

Post Holder

_____ **Date**

Line Manager

Person Specification

Job Title: Finance Director

Service: The Advocacy People

Ideal Skills and Abilities

- Strong analytical and numerical skills with good problem-solving ability
- Strong communication, negotiation, interpersonal and team working skills with the ability to persuade and influence a wide range of internal and external stakeholders.
- Ability to present complex statistical data and financial information, both verbal and written, in a clear and concise manner (plain English) to non-financial managers.
- Proven ability in the preparation of meaningful and accurate forecasts and budgets using management accounting principles.
- Proven, leadership, management and administrative ability in the areas of strategic planning and organisational development.
- Excel User at intermediate/advanced level (able to work with formulae/pivot tables)
- Able to demonstrate a clear understanding of IT functionality within Finance software.
- Use of / familiarity with Power BI to develop real time financial reporting against individual contracts. (Desirable)

Experience (ideally in the Management Accounting arena)

- Substantial track record of delivering results in a management capacity in an organisation of comparable size, scope and complexity.
- Development and maintenance of the financial management. reporting systems, internal and external financial reports.
- Success in the delivery of operational efficiencies resulting in improvements to service delivery.
- Experience of current SORP accounting guidelines, end of year accounts and external selection and liaison with auditors.
- Experience and understanding of risk, both financial and organisational.
- Experience of effective and appropriate financial systems, including software
- Experience of the voluntary or charitable sector (Desirable)
- Experience of working across multiple budgets, contracts and projects within a complex organisation. (Desirable)
- Experience of working to local authority contracts. (Desirable)

Knowledge

- Good Knowledge and understanding of accounting principles and practice, ideally in the area of management accounting including using computerised accounting packages.
- Knowledge of statutory reporting requirements under SORP and for Companies House and Charities Commission.
- Understanding of and commitment to work under the principles of Equality, Diversity and Inclusion.
- Understanding of the not-for-profit sector and charities. (Desirable)

Personal Qualities & Behavioural Approach

- Self-motivated, robust and results orientated.
- Able to work autonomously with limited direction to ensure the Finance department work achieves its organisational KPIs.
- Progressive and change-orientated with a growth mindset.
- Willing to undertake all relevant and mandatory training as required for the role.

Education and Qualifications

- Ideally qualified to graduate level or with significant working experience in the financial industry and within the not-for profit sector.
- Qualified Accountant (Desirable e.g. CIMA, ACA)

Other

- The role will normally require working from home with occasional attendance at other offices including the Hastings Head office.
- Flexible approach to working including evenings/weekends to meet business needs when required
- Business Use Car Insurance for driving as/when needed.