



## **Finance Director Role Description**

### **Purpose of Role**

The Finance Director is an Officer of MREW and a member of the Management Committee and will help to deliver MREW's strategic goals by ensuring the provision of consistent, robust, and expert financial advice to the Management Committee and the Trustees; provide an effective financial management service to the charity and act as the leading interface between management and trustees on financial matters.

The role of the Finance Director has ultimate responsibility for the delivery of all financial controls, financial aspects of MREW strategy and financial day-to-day activity.

### **RESPONSIBILITIES:**

#### **Finance**

- Contribute to the implementation of the charity's strategic plan developing annual work programmes with the Management Committee as appropriate
- Provide timely advice on new and current income generation initiatives and develop the analysis of performance
- Ensure the provision of robust accounting services for use by Officers in planning and controlling the income and expenditure of the charity
- Plan and manage cash flow
- Ensure accurate records are maintained to meet external legal and tax requirements
- Ensure the statutory annual accounts for the charity are prepared for consideration by the Trustees
- Provide timely submission of all external reporting e.g. Charity Commission
- Be the authorised official for the charity for HR Revenue and Customs
- To develop, operate and provide monitoring systems for forecasting, re-forecasting, contingency planning and early indicators
- In close consultation with the Chief Executive, establish a relationship with the trustee board so that they have an opportunity to understand fully the key financial issues confronting the charity.
- Be responsible for the compilation of the annual budget of the charity and its presentation to Trustees for financial forecasting to support the planning process
- Ensure the appropriateness of the key assumptions included in the charity's annual budget proposals. Provide advice to Officers on these matters
- Ensure the provision of regular accurate and timely management information to the Management Executive Team
- Maintain the financial policies, procedures and guidelines to guide the charity's financial decision-making



- Identify ways to improve the finance function and work proactively with the team to deliver these
- Keep up to date and be involved in wider organisational issues and share these as appropriate

### **Corporate Governance**

- In close consultation with the Chief Executive Officer (CEO), establish a relationship with the trustee board so that each individual has an opportunity to understand the key financial issues confronting MREW.
- Keep up to date with good/best practices and developments relating to finance and the charity sector and ensure that policies procedures and practices develop in line with these.
- Provide input into the risk management register by identifying risks in conjunction with the Management Committee and Board and establishing suitable plans to reduce/manage risk
- Maintain and report on the Declaration of Interest register to ensure that any conflict is minimised in decision making

### **Management**

- Attending and contributing to Board of Trustees and management meetings
- Provide reporting to the meetings
- Contribute to the development and implementation of the strategic plan, developing projects with the management team as appropriate
- Deputise for other officers when necessary

### **Outputs**

- Statutory accounts for charity
- Annual Returns for charity
- Annual Budget for charity
- Regular management reports with financial variance reports

This role description should not be regarded as a definitive list of duties and responsibilities.

### **What to Expect**

- This is a voluntary role within MREW, re-elected annually; it is expected that the applicant will serve a term of 5 years, with a possible extension of a further 5 years
- Travel during with working day to attend meetings, with occasional absence from home overnight.
- Out of pocket expenses can be reclaimed in line with the MREW Expenses Policy



## **PERSON SPECIFICATION**

The successful candidate will be an experienced individual, with a background of working in the financial sector.

### **Values**

- Upholds, promotes and demonstrates the Charity's values by working positively as part of a team to create a culture of equality and diversity where all are valued and encouraged

### **Experience**

- Previous experience of working in a comparable role
- Working constructively as part of senior leadership team
- Experience of working with and advising Board of Trustees
- Experience of developing, delivering and monitoring financial strategy
- Experience in the preparing, monitoring and reporting of budget and financial management information

### **Knowledge and Understanding:**

- An awareness of the issues affecting MREW and the voluntary sector
- Knowledge and awareness of relevant legislation
- Knowledge of accounting systems and Microsoft
- Knowledge of risk management procedures

### **Skills and Abilities**

- Have open discussions which are clear, respectful and honest in order to resolve issues which may be impeding success
- Evaluate opportunities and make decisions that are economically sound
- Overcome challenges and obstacles, demonstrating resilience
- Constructively challenge negative attitudes internally and externally
- Excellent IT skills and report writing skills
- Excellent communication skills and presentation skills

### **Competencies/Behaviours**

- Outgoing personality who is able to pro-actively support and guide non-finance individuals and provide clear explanations of complex financial data
- Able to work under pressure, to tight deadlines and adapt to change.
- Approachable – Will be open minded and value diversity.
- Non-judgemental – will focus on the potential not the past.
- Inspiring – will lead by example.
- Empowering – will enable positive change.



- Passionate about MREW's goals and delivering excellence.

### **Qualifications**

- Qualified or Part Qualified Accountant (ACCA, ACA, CIMA CIPFA) or equivalent experience (ideally including experience working with a charity).

### **Meetings, Representation and Reporting**

The Finance Director will typically join a mixture of Face to Face, Online and Hybrid meetings

- MREW Annual General Meeting (AGM) and National Business Meetings (2 meetings per year)
- MREW Management Business Group Meetings (up to 11 meetings per year)
- MREW Management Operations Group Meetings (as required 1 or 2 times a year)
- MREW Trustees Meetings (4 - 5 a year)

### **The role will require written reports to support:**

- MREW AGM and General Business meetings
- MREW Management Meetings
- Other meetings as agreed