

Finance & Operations Director

Reports to: CEO

Salary: £65k full time equivalent per annum pro-rata part-time (£26k actual)

Hours: Part-time 2 days per week (14 hours)

Location: hybrid or remote with potential for one half-day per month in person (SMT meeting or DCEO/CEO check in). Offices in London, Bristol & Birmingham

About the role

The Finance & Operations Director is responsible for the financial stability of the organisation and maintaining appropriate financial management. Supporting the Finance Manager and Business Administration & Finance Officer to deliver the organisations' strategies around finance and operations (IT, HR, premises, etc.). This role will work as part of the senior management team to ensure that the delivery of the strategy and business plan is successful and to safeguard the organisations' assets.

The Finance & Operations Director will:

Ensure financial stability of the organisation and maintain appropriate financial management.

- Work with the CEO and Deputy CEO to ensure the organisation's financial health is managed and maintained, approving unplanned spend.
- Design and lead annual organisational budget process, supported by the Finance Manager
- Create profit and loss budgets with CEO and DCEO and maintain a rolling financial forecast to inform decisions.
- Prepare monthly management accounts within agreed timeframe.
- Prepare core financial information for the Finance & Resource Committee and Board, including management accounts, annual budget and reforecast required and serve as lead contact with the Treasurer along with CEO.
- Work with Treasurer to review reserves policy.
- Develop and maintain current financial policies and procedures (including strong financial controls), in line with statutory guidance and best practice, and ensure they are adhered to throughout the organisation
- Oversee production of Annual Report and Accounts

- Review banking arrangements to ensure they are appropriate.
- Virtually attend quarterly Board meetings.

Safeguard organisations assets (e.g premises, HR, data, legal status)

- Offer advice and guidance re legal, contractual and regulatory issues
- Manage annual update of internal policies.
- Refine HR procedures, include recruitment processes.
- Ensure HR policies are applied, and that staff management/development is consistent across the team.
- Approve new precedents and decisions around HR in conjunction with CEO and DCEO
- Approve and offer advice regarding consultants/suppliers' contracts and MOUs.
- Approve decisions and work with appropriate staff members on decisions re IT, Office and Data.
- Assist DCEO on Partnerships reporting in Salesforce, advising on changes to data collection and structure of the CRM.
- One-off projects as necessary (for example, re-negotiation of office lease)

Support the Finance Manager and Business Administration and Finance Officer

- Work with Finance Manager to approve monthly payroll.
- Design process for new payroll transactions or exceptions for Finance Manager to execute.
- Oversee expenses processes.
- Oversee financial transactions (including invoice payment and income processing)
- Approve payments in bank system.
- Support Business Administration & Finance Officer in making improvements in processes across their remit.
- Provide input to questions linked to questions re finance and operations from Finance Manager and Business Administration & Finance Officer.
- Work with Finance Manager to ensure tracking of financial expenditure and reporting for donors as required.
- Create standard budgets for trust funding applications, supported by the Finance Manager
- Sign off on Annual Return, prepared by SMT and Finance Manager.
- Line management of Finance Manager and Business Administration & Finance Officer.

Support delivery of strategy and business plan, including assessment of threats and opportunities

- Support SMT delivery of overall plan, offering expert insights on finance matters and broader plan delivery.
- Contribute to financial and logistical implications of strategic aims.
- Support review of the annual income strategy
- Support quarterly updates to the risk register, and annual updates to policies and procedures.
- Contribute to strategic documents/timeline and papers for Trustees.
- Contribute to decision making on staff resourcing.
- One-off meetings with high-level potential funders to address technical finance questions.

Personal Specification

Experience, Knowledge & Skills	Essential (E) / Desirable (D)	Demonstrated in Application (A) or Interview (I)
A member of one of the CCAB accounting bodies	E	A & I
Demonstrable experience as a financial manager	E	A & I
Ability to think strategically about operations and organisational needs.	E	A & I
An understanding of the constraints of having small staff teams and the flexibility to shift focus of activities when necessary	E	A & I
Experience of working in a small to medium sized organisation	D	I
Understanding and familiarisation of financial and regulatory requirements of the charity sector	D	I
An understanding of organisation IT and resource needs and how to use these to support staff in their roles	D	I
Understanding of, and/ or lived experience of, the barriers that young people face , that contribute to the education and employment gap	D	I