



Leading the way
for charity finance

Interim Finance Director

Recruitment pack
Summer 2024



Good to meet you!

Firstly, a few words about us...

At Charity Finance Group (CFG), our vision is to inspire a financially confident, dynamic and trustworthy sector. Everything we do is led by our goal to enable charities to deliver more impact to their causes.

It's our mission to put finance at the heart of for-purpose organisations, making each organisation's money work harder and achieve the maximum positive outcome for their beneficiaries. Our members include more than 1,400 charities, social change and public benefit organisations. Between them, they manage more than one third of the charity sector's total income.

Through improving their financial management, governance and leadership, we help them to deliver their charitable objectives from all the resources available to them. Read on to find out how being CFG's Interim Finance Director can help us meet our charitable objectives and grow our impact...



Meet the CFG Team

Together, we make great things happen

Our team is small but perfectly formed! We celebrate our diversity and knowledge and bring many different skills and experiences to the table, wherever that's located.

We do this with a sense of humour and in a friendly, supportive environment, whether from home, a remote desk space nearby (we will help find one if needed) or from our serviced office in London.

Wherever we are, we make great things happen together!

CFG staff team, June 2023



Valuing diversity

A sense of belonging and inclusion

The research is clear: ambitious goals are solved better by diverse teams. People with different backgrounds and experiences bring new perspectives to the team.

When recruiting, CFG focuses on reaching a diverse group of candidates. We hire people by assessing how their skills fit the role, how their values and experiences add to our team's diversity and what energy they bring to the organisation. This strengthens our team to be truly representative of all groups within society.

Belonging is an important aspect of diversity and inclusion. We want every member of our team to feel accepted and understood at CFG – to fundamentally feel each of us can bring as much of our authentic selves to work as we choose.

We invest in our team and their wellbeing and we have a zero-tolerance approach to any kind of discrimination.

We're always open to constructive feedback, so please do bring things to our attention, so we can improve what we do and how we do it.



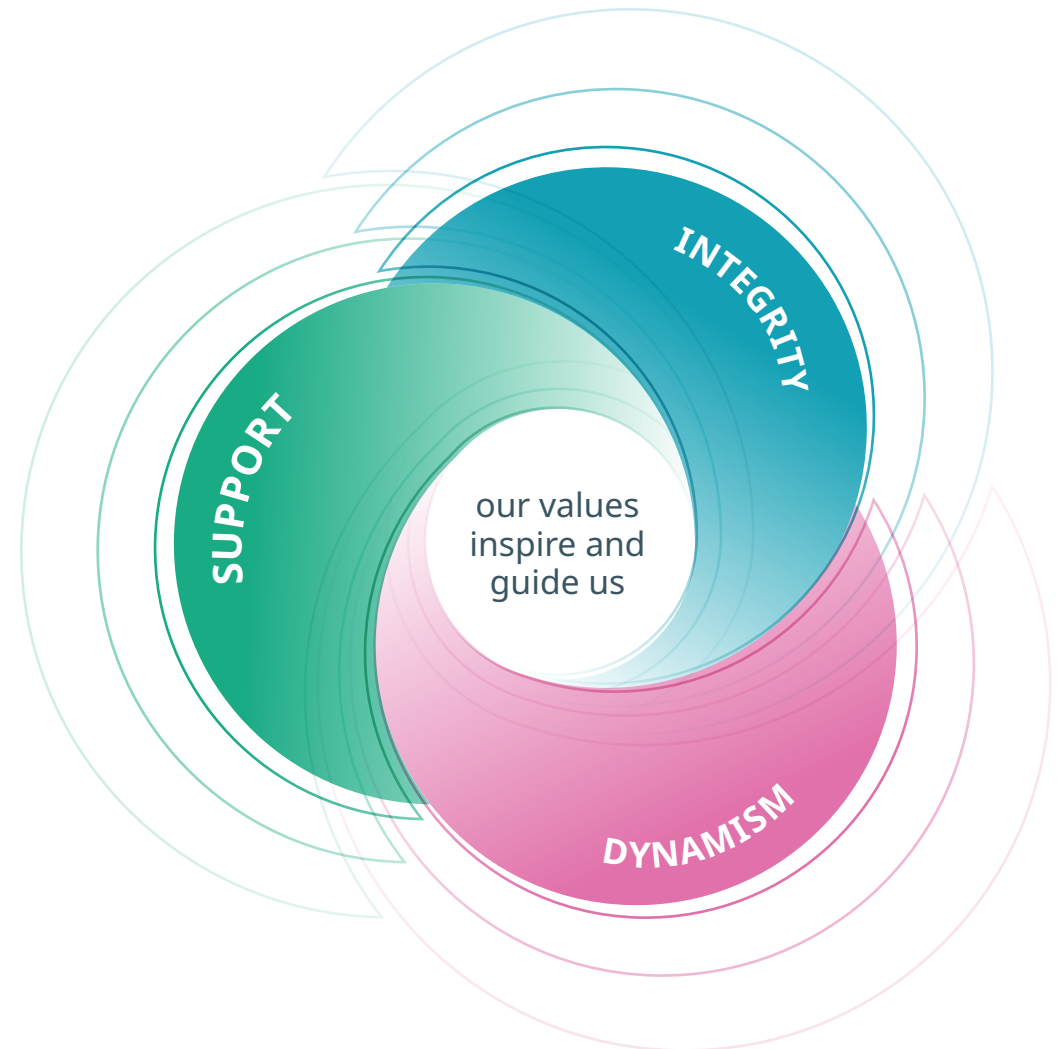
CFG's values

At CFG, we put our shared values at the heart of all that we do. Integrity. Support. Dynamism.

We strive to create and protect a trusting and collaborative environment where people can experiment, learn and flourish.

We all have the responsibility of ensuring our behaviours and relationships reflect these values on a day-to-day basis and for holding ourselves and each other accountable when they do not.

When we get this right, we achieve brilliant results together, making CFG a truly inspiring and enjoyable place to work for everyone.



Who we're looking for...

Interim Finance Director

Daily rate: £600

1.5 days per week

Temporary (Eight to 12 month contract)

This role is remote first, whether at home or a suitable location near you (if home is not suitable). We work remotely but are required to attend quarterly staff away days, and ad hoc meetings and events. Travel costs are paid up-front by CFG.

Inspiring financial leadership and excellence is at the heart of everything we do. We require an experienced charity finance professional who can hit the ground running and support the organisation through a period of change.

Background and experience

- Experience of membership organisations would be very helpful.
- Someone who is used to working in a small team.
- Knowledge of trading subsidiaries.

The ideal person

- Works flexibly to meet the organisation's needs.
- Clearly communicates technical knowledge in an accessible way and can command confidence with all stakeholders from staff to trustees and members.
- Understands the importance of CFG getting things right and our reputation/leadership role.

Skills and understanding

- Compliant knowledge relevant to an organisation of CFG's size and position.
- Diplomat with a good sense of humour.
- Person-centred.

Who we're looking for...

	Essential	Desirable
Personal attributes	<ul style="list-style-type: none">• Technical competence.• Excellent communication and presentation skills.• Ability to work under pressure.• Ability to lead a small team through change.• Evidence of continued and applied learning.• Shares CFG's core values.	<ul style="list-style-type: none">• Demonstrable problem-solving skills.
Time commitment	<ul style="list-style-type: none">• 1.5 days per week.	<ul style="list-style-type: none">• Occasional travel to and attendance of in-person meetings.
Knowledge/other	<ul style="list-style-type: none">• Holds a relevant accounting qualification or can demonstrate high level of technical knowledge and skill acquired through other means.• Charity finance experience, including knowledge of tax, accounting etc.	<ul style="list-style-type: none">• Knowledge of project management methodologies and demonstrable experience of project planning and management skills.• Proven track record of managing change.

Key responsibilities

As Interim Finance Director, your key responsibilities will be to:

- oversee the relationship with the outsourced provider of accounting support ensuring smooth delivery of obligations and supporting wider CFG team effectively.
- oversee the outsourced PA and minute taker.
- oversee the license with Canopi for office space provision (including moving with them to a new office space).
- oversee the relationship with outsourced/volunteer governance support.
- attend leadership team (LT) meetings, support the LT and oversee the finance function of CFG.
- be the link between the Board of Trustees and the Executive.
- support the Board and staff with the creation of budgets for 1 April 2025–31 March 2026 to agreed deadlines.



Key responsibilities

- attend Board meetings and Finance and Audit Committee meetings to support operation (see meeting dates on page 10).
- attend all-staff away days and events as required.
- attend the weekly LT meeting and all-staff gatherings (Monday mornings).
- ensure CFG's compliance milestones are met (audit, tax, VAT returns etc).
- file audited accounts and annual returns with regulators ahead of deadline – CCEW, OSCR and Companies House.
- work with LT (and a digital transformation interim) to ensure the success of CFG's digital transformation projects – focus on finance system, but also contribute thinking and experience to the CRM and website elements as required.
- support the ongoing implementation of the new finance system, implicit (build should be concluded prior to current FD's departure), user testing and deployment for member renewal.
- be an effective member of LT and work with others in relation to key projects and work streams as agreed.



Additional support

The role may require additional support depending on progress by September and/or the remit of the digital transformation interim.

- Audit 2023/24 accounts. The audit is on track to be completed prior to the current FD's departure.
- Ongoing projects. A number of projects are ongoing, including IT, facilities, governance and HR projects. These have been delegated across the team, however some support and input may be required.
- Outsourced tech support. This role may require oversight of the relationship with the outsourced provider of tech support to ensure smooth delivery of obligations and to provide effective support for the wider CFG team.

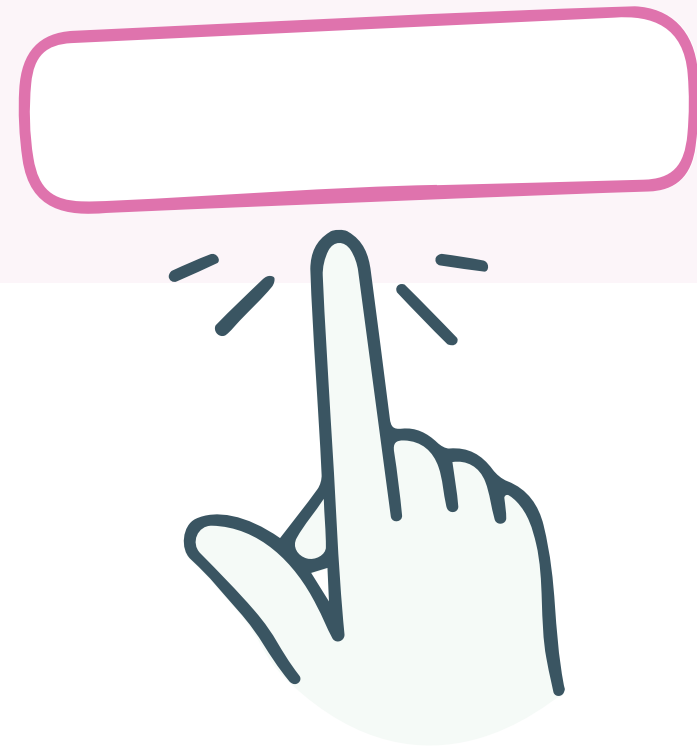
Key meeting dates 2024

- Tuesday 8 October (Board meeting)
- Thursday 5 December (Board meeting)
- Thursday 19 September (Finance and Audit Committee)
- Thursday 14 November (Finance and Audit Committee)
- 2025 dates tbc



Don't delay! Apply today

If you would like to apply for the role of CFG trustee, please head to our recruitment page and follow the instructions: <https://www.charityjob.co.uk/recruiter/charity-finance-group/20402>



Recruitment timeline 2024

10 July:	Applications invited
Midday, 17 July:	Application deadline
From 22 July:	Interview period
Early August:	Appointments confirmed

Thank you

We value your time and interest

Finally, thank you for your time and interest. We will be in touch in the near future.

In the meantime, please head to [our website](#) to find out more about CFG.

We wish you the best of luck!

