

Volunteering Matters Job Description – Director of Financial Assurance

Reference Number: (HR to add once allocated)

Job Title: Director of Financial Assurance

Location: Homebased with occasional travel within England, Scotland and Wales

Contract type: Permanent

Hours: 21 hours per week (0.6 FTE)

Salary: £42,000- 48,000 pro rate (£70,000-80,000 FTE)

DBS/PVG: Yes

Job Family: JF7

Line Manager: Chief Executive Officer

Who we are

Volunteering Matters is a nationwide charity that exists to create stronger communities through the power of volunteering. We work with local partners to develop impactful programmes that support individuals and communities across the UK.

Creating stronger communities through the power of volunteering

Since 1962, we've used our influence to champion volunteering as a powerful tool to build a thriving, resilient society. Our projects are co-created with the people and communities we work alongside: an approach that encourages our participants to become future volunteers and leaders, not just beneficiaries.

We understand the pressures of day-to-day life and create flexible, inclusive opportunities for people at all stages of life. And beyond delivering projects on the ground, we use our voice to shape policy and practice – ensuring volunteering stays recognised, supported and sustainable for generations to come.

Our goals

Our strategic goals will help us focus on the things that are important to us and bring our purpose and vision to life. From 2025 to 2030, we'll campaign to help shape a more equitable, sustainable and impactful volunteering landscape, focusing on four areas that reflect both urgent need and long-term opportunity.

Our promise to volunteers

We're always looking for new ways for you to make a difference. We unite people from different generations and backgrounds so you can learn from one another and create change. We promise to train, support and value you, so you feel confident in



the value of your volunteering. And we promise to listen to your views and experiences – using the things that matter to you to drive action.

Role Purpose

The Director of Financial Assurance provides senior leadership for the organisation's financial integrity, sustainability and strategic financial planning.

The role strengthens organisational financial resilience by ensuring robust controls, credible forecasting and an integrated financial picture across income, delivery and cost. It provides forward-looking assurance to the Chief Executive Officer and Board, enabling confident decision-making and long-term sustainability.

The role is intentionally assurance- and planning-led rather than transactional. It line manages the Finance Manager, ensuring high-quality operational finance while maintaining clear separation between execution and independent oversight.

Operating at 0.6 FTE, the role increases financial discipline, audit confidence and strategic financial coordination without recreating a full-time Finance Director or Chief Operating Officer function.

Key Duties & Responsibilities

1. Financial Assurance, Controls and Risk:

- **Lead the organisation's approach to financial control, risk management and assurance**
- Ensure financial policies, processes and controls are:
 - Robust
 - Proportionate
 - Consistently applied across the organisation
- **Strengthen internal controls to support:**
 - Contracted and commissioned income
 - Restricted and unrestricted funding
 - Income diversification and growth
 - Cost recovery and full-cost modelling
- Provide early identification and escalation of material financial risks to the Chief Executive Officer and Finance & Audit Committee

2. Audit Leadership and External Assurance

- **Lead the organisation's external audit process, including:**
 - Managing the relationship with new external auditors
 - Planning and coordinating audit activity
 - Ensuring timely, high-quality audit evidence and responses
- Oversee implementation of audit recommendations and continuous improvement
- Maintain audit readiness throughout the financial year

3. Financial Systems, Reporting and Income Tracking

- **Lead the development of coordinated organisational financial forecasting, including:**
 - Medium-term financial planning
 - Scenario modelling and sustainability projections
 - Income and cost alignment analysis
- **Develop and embed systems that provide a clear, joined-up financial picture across:**
 - Income pipeline and contracted funding
 - Programme delivery costs
 - Organisational overheads and recovery
- **Strengthen the organisation's ability to understand:**
 - Financial viability of programmes and portfolios
 - Funding gaps and cross-subsidy
 - Sustainability of delivery models
- **Lead improvement of financial systems, trackers and reporting tools to support:**
 - Integrated financial and delivery planning
 - Consistent organisational data
 - Decision-ready financial insight
- **Ensure financial information supports strategic decisions on:**
 - Growth and investment
 - Portfolio development
 - Organisational sustainability

4. Line Management and Operational Finance Oversight

- Line manages the Finance Manager, providing:
 - Clear objectives and priorities
 - Professional development and support
 - Performance management and accountability

- Ensure the Finance Manager delivers high-quality operational finance, including:
 - Day-to-day financial processing
 - Management accounts preparation
 - Cashflow monitoring
 - Compliance with financial procedures
- Maintain appropriate separation between operational delivery (Finance Manager) and assurance and oversight (Director of Financial Assurance)

5. Organisational Financial Discipline and Capability

Support Directors and Heads of Service as budget holders to:

- Understand financial performance and sustainability
 - Manage contract and funding risks
 - Apply full-cost recovery and financial controls
- Strengthen organisation-wide capability in:
 - Financial planning and forecasting
 - Income condition compliance
 - Cost awareness and accountability
- Build understanding of the financial implications of programme and portfolio decisions
- Promote consistent financial approaches across the organisation to reduce fragmentation and improve coordination

6. Governance, Compliance and Board Assurance

- Provide clear, high-quality forward looking financial assurance to:
 - Chief Executive Officer
 - Finance & Audit Committee
 - Board of Trustees
- Ensure compliance with:
 - Charity SORP
 - Statutory and regulatory requirements
 - Funder and contractual conditions
- Contribute to organisational risk management, particularly where financial, delivery and reputational risks intersect
- Support Board understanding of **financial sustainability and risk trends**

Experience / Skills & Attributes

Essential:

- Senior finance leadership experience, ideally in charity or public sector
- Strong knowledge of:
 - Charity SORP
 - Audit and assurance processes
 - Financial controls and risk management
 - Financial planning and forecasting
- Experience developing or improving financial systems or reporting frameworks
- Experience line managing finance professionals
- Ability to operate credibly at senior level on a part-time basis
- Strong judgement and confidence providing assurance and constructive challenge

Desirable

- Experience supporting contracted income or grant-funded delivery models
- Experience working with Boards and Finance & Audit Committees
- Experience improving organisational financial coordination or modelling

Qualifications

- Relevant experience and values alignment are more important than formal qualifications.

Location

The post is home based anywhere in the UK but requires reliable internet access. IT equipment and infrastructure will be supplied.

Essential requirements – All staff

Understanding of Our Values (Empowering, Inclusive, Compassionate, Positive & Straightforward)

- Demonstrates awareness of and alignment with Volunteering Matters' core values.
- Commitment to promoting inclusion, respect, and community impact.

Teamwork and Collaboration

- Works well with others and contributes to a supportive, inclusive environment.
- Able to collaborate across teams and with external partners.

Commitment to Equality, Diversity, and Inclusion (EDI)

- Understands the importance of EDI in all aspects of work.
- Treats all individuals fairly and respectfully.

Communication Skills

- Clear and effective verbal and written communication.
- Ability to engage positively with colleagues, volunteers, and external stakeholders.

Organisation and Time Management

- Ability to manage tasks effectively and prioritise workload.
- Reliable and proactive in meeting deadlines.

Problem-Solving and Initiative

- Can identify challenges and propose practical solutions.
- Shows initiative and resourcefulness in supporting projects and volunteers.

Commitment to Volunteering and Community Impact

- Enthusiasm for volunteering and creating positive change in communities.
- Awareness of the impact of volunteering on individuals and society.

IT Literacy

- Comfortable using standard office software and digital tools relevant to the role.
- Must adhere to the organisation's Code of Conduct and uphold its values at all times.
- Proficient in Microsoft 365, particularly Outlook, Teams, Word, and Excel, with the ability to manage email communications and collaborate digitally.
- Strong written and verbal communication skills, with the ability to write clearly and professionally in English.
- Able to work effectively both independently and as part of a team, managing time and priorities in a busy environment.
- For remote roles, candidates must be self-starters who can work with minimal supervision, stay organised, and remain motivated to meet deadlines and deliver quality outcomes.
- Attention to detail and a proactive approach to problem-solving and information sharing.

- Adhere to all health and safety policies and procedures, and promptly report any hazards, near misses, or incidents in line with organisational guidelines

Our Values & Way of Working

In all that we do we are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

Disability Confident & Reasonable Adjustments

We guarantee to interview anyone with a disability whose application meets the essential criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the Job Description under skill and experience. To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your cover letter.

If you have any questions about current vacancies, the recruitment process, or need support, our team is here to help. Whether you're a candidate looking for more information or with an HR query, please don't hesitate to get in touch.

You can contact us directly by emailing HRPay@volunteeringmatter.org.uk, and a member of the team will get back to you as soon as possible.

This job description is intended to include the broad range of responsibilities and requirements of the job. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.