

JOB DESCRIPTION

Job title:	Finance & Operations Associate Director
Reports to:	Practice and Partnership Director
Manages:	Senior Administrative Officer (who also does operational finance) External Accountant (who does finance reports, bank reconciliations, accounts, VAT returns, payroll, pensions)
Key relationships	Treasurer and other trustees, CEO and leadership team, funders Associates relevant to the role, including accountants, auditors, and service-delivery contractors
Work location:	Negotiable hybrid working plus meetings in London and up to 8 days UK travel per annum (excluding travel to office)
Hours:	22.5 hours per week (flexible working)
Salary:	£65,000–£70,000 per annum, full-time equivalent (£39,000–£42,000 pro-rata for 22.5 hours per week)

About Place Matters

Our mission is to enable community-led, place-based change to thrive by strengthening communities, amplifying good practice, influencing funding, policy, and turning learning into action.

We are a small entrepreneurial charity that works across a range of impact areas, including children and young people, community cohesion, preventative health, and economic resilience. We connect communities, funders, public services and government - building the relationships that make everything else possible. We build people and organisations' capacity and confidence to design, fund, invest in and deliver place-based change that shifts the needle. We amplify - relentlessly championing the people doing the work at every level of the system.

We measure our success by what others achieve.

Overview of the role

This is a key leadership position in a small team. We are looking for a qualified accountant who will “do” as well as “oversee” and provide strategic and practical leadership across finance, organisational operations, risk, governance and compliance.

You will ensure that Place Matters has the financial insight, controls, systems, policies and operational infrastructure needed to deliver its mission effectively and sustainably. You will help the organisation make well-informed choices, use its resources responsibly and manage its full range of organisational risks. The postholder will contribute beyond their functional portfolio. They will support organisational strategy, planning, culture, partnerships and fundraising and will translate Place Matters' ambitions into deliverable and financially sustainable plans.

You will be someone colleagues and Trustees trust to make sound decisions. You are a team player, confident and with strong opinions, but low ego and collegiate. You have the ability to work at speed through ambiguity and uncertainty, remain calm under pressure, and stay solutions focused.

Responsibilities

This is a senior role that will have a close working relationship with the CEO and leadership team. The requirements of the role may evolve and we are looking for someone who will grow and adapt alongside our work.

1. Ensure governance arrangements are effective and compliant with Charity Commission requirements and support trustees to have sufficient oversight to make meaningful contributions to organisational priorities.
2. Contribute to the development and implementation of Place Matters strategy through clear financial and operational leadership and the production of realistic annual and medium-term budgets, resource plans, operational priorities and measures of progress.
3. Ensure robust financial compliance and controls are in place and operate effectively.
4. Provide leadership for financial operations, including readiness for Charities SORP 2026 and subsequent accounting regulatory changes.
5. Lead the development of pricing and cost-recovery approaches, with appropriate allocation of costs to different funding streams.
6. Review and amend as required significant funding bids, grant agreements, service contracts, partnership agreements and supplier commitments.
7. Lead the development and operation of Place Matters' organisation-wide risk-management framework.
8. Ensure the timely production and submission of reports and returns to the Board of Trustees, Charity Commission, HMRC and funders.

9. Put in place long-term arrangements for operations, including project support, procurement and cyber security, and lead the implementation and maintenance of a simple, cost-effective contact management system (CRM).
10. Oversee the effective day-to-day administration of HR and payroll, including recruitment, onboarding, induction, training and appraisal systems.
11. Support the Board and staff to identify and complete bids for new grant funding, and identify new ways of securing earned income, to give Place Matters a clear line of sight on funding for the medium and long term.
12. Maintain a suite of compliant policies (for example, Financial Controls, Health and Safety, safeguarding Data Protection etc) and put in place the required training and a schedule of reviews.
13. Occasionally travel around the UK and work at weekends and in the evenings when required.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by changes in the external policy environment and the overall business objectives of the organisation.

Person Specification

Knowledge and Experience	
1.	Recognised professional accounting qualification
2.	Experience of working in a senior role in an organisation dealing with multiple and/or complex programmes and partnerships
3.	Experience of setting up and maintaining financial and administrative systems that are compliant with data protection and privacy laws
4.	Experience of managing people
Ability, skills, knowledge	
5.	Commitment to equity for all people (and their intersecting identities) and a passion for social change.
6.	Understanding of charity governance and compliance
7.	Financial Acumen beyond accounting e.g. to assess and make judgements about the financial and ethical implications of new programmes, partnerships, funding opportunities and strategic decisions
8.	Ability to lead with integrity, compassion, humility and reflexivity
9.	Excellent interpersonal skills and confidence to build positive relationships and consensus and resolve any difficult issues that might arise
10.	Excellent organisational skills, strong attention to detail, ability to multitask and to manage a heavy workload and competing priorities.
11.	Excellent numerical, analytical skills and problem-solving skills
12.	Good verbal and written communication skills, including conveying complex information adaptable to people from different professional backgrounds
13.	Ability to work through ambiguity and uncertainty, remain calm under pressure and be enthusiastic, optimistic and solutions-focused in the face of adversity
14.	Ability to deliver results with minimal supervision
15.	Ability to competently deploy a range of tools required for the job, including Microsoft Office, CRM and social media.