

## Job Description

<b>JOB TITLE:</b>	Group Director of Finance
<b>RESPONSIBLE TO:</b>	Group CEO
<b>RESPONSIBLE FOR:</b>	Group Finance Manager
<b>LOCATION:</b>	Trigate Business Centre, Oldbury, B68
<b>HOURS:</b>	35 hours per week (hybrid working)

### 1. PURPOSE:

Responsible for all Group finance, payroll, asset and IT systems. Managing budgets and providing finance reports as required to the Executive Committee and Board. Will actively contribute towards the financial planning and strategic growth as a key member of the Executive Committee.

### 2. PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Lead in the development of a financial strategy, supported by budgets, forecasts and analysis, whilst adding value to financial planning across the Group.
- Preparation of key Group financial and operational reports on a monthly, quarterly and annual basis, including presentation to the Board. Ensuring timely, accurate and insightful management information, including Board Packs, with commentary, and appropriate measures indicating performance against strategy and KPI's.
- Management of budgetary planning, forecasting, and monthly operational reporting.
- Manage the relationship with bankers and auditors, ensuring the annual year end audit process across the Group runs smoothly.
- Develop and implement a comprehensive risk management framework to identify and mitigate financial, operational, and reputational risks. Ensuring robust systems and controls exist throughout the Group and ensure risks are mitigated against.
- Ensure compliance with all tax, financial, and regulatory requirements relevant to a charitable organisation.
- Management of external contracts and services ensuring value for money.
- Maintaining a high level of visibility, lead, coach, and mentor the finance team, instilling a culture of continuous improvement.

### 3. STAFF:

- Manage, supervise and develop staff.
- Undertake appraisals and 1-2-1s of direct reports.

## Group Director of Finance Person Specification

Attributes	Essential	Desirable
<b>QUALIFICATIONS AND TRAINING</b>		
Qualified ACA/ACCA or CIMA	√	
<b>EXPERIENCE</b>		
To have worked in a financial environment for at least 2 years	√	
Previously worked in housing, care or charity sector		√
Previous leadership role either as Financial Controller, Head of Finance or Finance Director	√	
Experience in interaction with Board trustees		√
<b>KNOWLEDGE &amp; SKILLS</b>		
Fully proficient in using IT systems, including Microsoft Excel, Word, and SharePoint	√	
Excellent working knowledge of accounting procedures	√	
Financial analysis and interpretation, providing realistic solutions	√	
Excellent report writing	√	
Strong attention to detail and work with a high degree of accuracy	√	
Working knowledge and experience of SAGE		√
<b>PERSONAL COMPETENCIES</b>		
Excellent interpersonal and communication skills	√	
Good organisational skills	√	
Able to work meticulously and methodically	√	
Good teamworking ethic	√	
Able to consistently meet deadlines	√	
Able to show sensitivity and objectivity with confidential issues	√	