



Job Description

Job Title: Director Finance and Governance
Department: Finance and Governance Directorate

Reports to: Chief Executive
Responsible for: Finance Team

Specific additional responsibilities: DPO, Company Secretary

1. Purpose of Job

As an integral member of the Leadership team, collaboratively drive the development and delivery of strategic plans and budgets aligned with Vista's vision, values and objectives.

Lead on the budgeting and planning processes and co-develop with budget holders a range of meaningful financial processes and reports to enable short and long term effective decision making and secure Vista's financial sustainability.

Stay up to date with and understand charity governance, and financial requirements to develop guidance and effective financial and operational strategies to support Vista's sustainability.

Inspire confidence in plans and strategies with clear, timely and effective communication to a broad range of stakeholders (some of whom may not be financially confident).

Be the key contact for a broad range of professional advisors and regulatory bodies.



Job Description

2. Main Responsibilities

2.1 Finance

Undertake relevant and expected duties ascribed to a Director of Finance in the charity sector, ensuring that the organisation acts within the law and fulfils its responsibilities.

Working with the management team, set, monitor and manage departmental budgets and separate cost centres within this.

Monitor the financial performance of Vista and the divisions within it, providing appropriate, timely and accurate information, advice and guidance.

Ensure consideration is given to alternative business models available to Vista to get best value for money (e.g.: CIC, trading arms, formal partnerships, joint ventures, etc.) and conduct regular reviews in line with changing circumstances.

Ensure Vista makes best use of its tangible assets and resources. Ensure effective controls are in place to monitor and regulate the use of any such assets and resources.

Actively manage the reserves policy and resources to ensure the sustainability of the Charity.

Working with the CEO and Trustees, compile and submit the Annual Accounts, Trustees Annual Report and associated documentation.

Prepare and present financial, risk, data or performance documentation required by the Board or subcommittee.

Make recommendations to the Board, CEO and Leadership team to ensure we get best value from investments, reserves and restricted sums.



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Manage relationships with bank(s), pension provider(s), investment broker(s) and others to ensure that organisational assets and finances are managed safely and effectively.

Scope and procure goods and services from external suppliers, ensuring that relevant standards are met or exceeded.

Manage relationships with stakeholders in relation to efficient issue of invoices, processing of payments, resolving queries and handling complaints.

Act as an internal expert advisor, based on best practice and innovation, to inform the strategic direction and decisions that Vista makes and support delivery of our core aims and objectives.

2.2 Audit and Risk

Work closely and collaboratively with our appointed external Auditor to prepare for, support and complete the annual audit process. Ensure that recommendations are responded to and acted on appropriately.

Maintain Vista's Risk Register.

Manage and support the Facilities service to ensure that the environments within which we operate are safe, secure and actively contribute to our aims and objectives.

Identify, mitigate and effectively manage risk within Vista's front-line services and business functions. Oversee processes to identify, investigate and take appropriate action in response to incidents, near-miss events and other identified risks.

Coordinate and manage internal assurance and governance processes including internal audit and compliance testing.



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Develop and update policies, procedures and guidelines to reflect best practice and assure quality.

Develop, coordinate and maintain a central 'dashboard' of Key Performance Indicators across Vista, identifying variations from plan or target and supporting lead managers to introduce corrective action where required.

Produce regular, accurate and timely reports to support the monitoring and governance of our health & safety, risk management, investigations, audits and other assurance mechanisms.

Manage and make appropriate use of external professional advisors when relevant, to manage and limit risk to Vista.

2.3 Data, Quality & Performance

Fulfil the role and requirements of Data Protection Officer (DPO) including ensuring that Vista is compliant with all regulatory requirements relating to data collection, handling, use and management as well as cyber security.

Actively support managers across Vista to monitor, record, manage and improve the quality and performance of our services and other work.

Compile and maintain a 'dashboard' to monitor performance against and across KPI; supporting directors and managers to make improvements where required.

Promote the importance data quality and analysis including the safe and meaningful collection, use and reporting of data.



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2.4 Governance

Fulfil the role and requirements of Company Secretary, working closely with the Board (including but not limited to the Chair, Vice Chair, Treasurer and other nominated lead trustees).

Ensure that all relevant internal and external requirements are met, including timely and accurate submission of information to regulatory bodies.

3. General

Play an active role as a member of the leadership and senior management team to support colleagues and champion the organisation's priorities, aims and objectives.

Act as an effective internal 'business partner' to colleagues across the organisation, providing access to timely, accurate and relevant information to support the planning and management of services and functions.

Monitor and share with the wider organisation, developments in the areas of financial, risk management and data processing expertise, changing practice to ensure the ongoing the legal, financial and reputational wellbeing of Vista.

Provide training and support to managers and other lead staff, in particular with regard to finance, governance, risk, data processing and quality assurance.

Lead investigations when required documenting evidence and making recommendations for actions, learning and improvement.

Deliver Directorate functions effectively.



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Lead colleagues within the Directorate ensuring the effective setting, monitoring and management of performance against targets and agreed Key Performance Indicators (KPIs).

Lead a team of direct reports and support them to be effective leads for their areas of responsibility.

Ensure all staff and volunteers in the directorate have regular and appropriate training and opportunities to learn. Actively promote and support the use of volunteers in the Directorate.

Lead by example, demonstrating Vista's Values.

Ensure Vista applies best practice to protecting the health, safety and well-being of all staff, service users and other stakeholders.

Promote Vista in external meetings and the media.

Prepared by: JV

Date: April 2024

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Job Description

Person Specification

Job Title: Director of Finance and Governance
Department: Finance and Governance Directorate
Location: Head Office/Hybrid working

A Application / I Interview / T Testing

	Essential	Desirable	Assessment Method
Qualifications			
Degree-level and relevant qualifications.	X		A
CCAB qualified and member of relevant professional body	X		A
Evidence of continued professional development	X		A
Experience			
Extensive experience* of working in a similar role in the Charity sector including strategic planning	X		A/I
Senior level management experience	X		



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	Essential	Desirable	Assessment Method
Experience of Board level Governance		X	A/I
Experience of effective risk management, quality assurance and internal control systems	X		A/I
Experience of training and supporting teams and individuals to deliver	X		A/I
Experience of formal / external regulatory investigation and audit		X	A/I
Experience of asset management in a similar context		X	A
Experience of working with social investors, national funders and HNWI		X	A/I
Skills and Knowledge			
Charity Accounting, Charity Finance law and best practice guidance	X		I/T
Ability to tailor and present complex information clearly to different audiences	X		I/T



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	Essential	Desirable	Assessment Method
Good organisational and time management skills	X		I/T
Ability to work under pressure and to prioritise competing pressures	X		I
Attention to detail and commitment to accuracy	X		I/T
Health and Safety Law and best practice guidance		X	A/I
Disability awareness and understanding/knowledge of sight loss		X	I
Understanding of techniques for managing change		X	I
Personal Qualities			
Honesty and reliability	X		I
Curiosity and commitment to continuous improvement	X		A/T/I
Discretion and understanding of confidentiality in context	X		I



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	Essential	Desirable	Assessment Method
Flexibility and willingness to change	X		I
A principled leader and a strong team player	X		I
Committed to CPD and supporting others to learn new skills	X		I
Systematic, patient, accurate and diligent	X		A/I/T
Other			
Ability to travel around LLR and attend regional and national events when required	X		I
Ability to work on occasions at evenings/weekends	X		I

* Extensive - the length of experience isn't specified as it may be that a candidate has only been employed for a relatively short period of time but during that period of time he or she may have had extensive experience compared with a candidate who may have had many years' experience in a limited role. However, no fewer than 2 years' is probably reasonable.