Job Description

Chief Finance Officer (CFO)

MEDAILLE TRUST

Medaille Trust is one of the UK's leading charities in the fight against modern slavery. Our work includes survivor support through safehouses and outreach hubs, advocacy, awareness raising and prevention projects. Our vision is a world where people are free from exploitation through human trafficking and modern slavery. Founded in 2006, our work continues to be influenced by Catholic Social Teaching principles of human dignity, compassion and solidarity.

Post title:	Chief Finance Officer (CFO)
Location:	Home based with expectations of occasional travel
Hours:	37.5 hours per week
Salary:	£55,000 - £60,000 per annum
Responsible to:	Chief Executive Officer
Direct reports:	Two finance staff, one administrator, one IT Technician and Head of Property
Indirect report:	Maintenance Technician (managed by Head of Property)

SUMMARY OF THE POST:

The Chief Financial Officer is responsible for the strategic and operational financial management of Medaille Trust, ensuring robust financial planning, budgeting, forecasting, reporting, payroll, audit and statutory compliance. Reporting to the CEO, the CFO provides clear financial advice to the CEO, senior leaders and Trustees and ensures effective stewardship of the charity's resources. The role leads a four-person team comprising two finance staff, one administrator and one IT Technician, and directly oversees the Head of Property, who manages the Maintenance Technician. The CFO is accountable for effective oversight of IT, administration and the property portfolio while delegating day-to-day technical and maintenance delivery to the relevant specialists.

KEY RESPONSIBILITIES:

<u>General</u>

- Lead financial strategy, annual budgets, medium-term forecasts, cash-flow planning and reserves monitoring in support of the Trust's strategy.
- Produce timely monthly management accounts, clear variance analysis, financial forecasts and actionable advice for budget holders and the CEO.

- Maintain effective financial procedures, delegated authorities, reconciliations, payment controls, banking arrangements and oversight of cash handling.
- Oversee purchase and sales ledgers, invoicing, credit control, contract income reconciliation and accurate cost-centre reporting.
- Support tenders, funding bids and new projects through costings, financial modelling and assessment of sustainability and risk.

Statutory reporting, audit and governance

- Lead and coordinate the Trust's annual independent external audit, including year-end preparation, audit planning, liaison with independent auditors, provision of schedules and supporting evidence, resolution of audit queries, and implementation of audit recommendations.
- Ensure compliance with relevant charity and company legislation, Charity SORP, HMRC requirements and applicable financial regulations.
- Prepare and present quarterly financial reports and other financial information for Trustees and relevant committees.
- Oversee timely Charity Commission and Companies House financial filings and returns, coordinating with relevant colleagues.
- Maintain a financial risk register and advise the CEO and Trustees on significant financial risks and mitigating actions.

Payroll, income and expenditure

- Oversee accurate and timely payroll processing, approvals, PAYE, National Insurance and pension submissions in liaison with HR.
- Ensure accurate monthly contract invoices, income allocation, reconciliation of service-level supporting information and credit control.
- Ensure donor income information is shared with fundraising colleagues and Gift Aid is claimed accurately and promptly.
- Oversee insurance arrangements and utilities procurement with appropriate value-for-money and risk considerations.

People leadership and operational oversight

- Line manage and develop the two finance staff, administrator, IT Technician and Head of Property, with regular supervision, annual appraisals and clear performance objectives.
- Ensure appropriate delegation, cover, training and wellbeing support across the team.
- Oversee the IT Technician's delivery of reliable systems, user support, cyber security practices, supplier management and IT continuity, drawing on external specialist support where needed.
- Oversee the Head of Property's management of the Trust's property portfolio, planned and reactive maintenance, contractors, statutory property compliance, asset information and property budgets.
- Hold the Head of Property accountable for supervision and delivery of the Maintenance Technician; the CFO is not expected to manage routine maintenance tasks directly.

- Ensure administrative services support effective organisational operations and sound records management.

Collaboration and representation

- Work closely with the CEO, Senior Leadership Team, service managers and budget holders to improve financial understanding and decision-making.
- Contribute financial and resource expertise to organisational planning and service development without holding an Executive Director title.
- Represent the Trust at relevant internal and external meetings and maintain effective relationships with banks, auditors, suppliers and funders.

Organisational responsibilities

- Demonstrate Medaille Trust's values of Respect, Collaboration, Compassion, Empowerment and Passion.
- Complete mandatory safeguarding and Prevent training and report safeguarding concerns to the Safeguarding Lead.
- Protect confidential information relating to staff, survivors, services and premises, including after employment ends.
- Follow health and safety requirements, identify and report risks, and undertake relevant training and development.

This job description is not exhaustive. Other duties commensurate with the seniority and scope of the CFO role may be required.

Vision, Mission and Values

Medaille Trust is a client focussed charity that equips victims of modern slavery to become survivors, we will act with Respect, Collaboration, Compassion, Empowerment and Passion.

The postholder will ensure the mission of the Trust is maintained and developed, this includes:

- To offer protection to adult victims of modern slavery and their dependent children, and to equip them to become survivors.
- To bring justice for survivors by supporting the work of law enforcement authorities.
- To raise awareness of modern slavery and human trafficking amongst opinion formers and members of the public.
- To support initiatives that help prevent vulnerable people falling prey to exploitation in the first place.

Safeguarding

Everyone at Medaille Trust has a safeguarding responsibility. As part of the role the post holder will undertake mandatory safeguarding and Prevent training as part of their induction. The role includes a duty to refer any safeguarding concerns they may have to the Safeguarding Lead.

Confidentiality

It is expected that all employees will understand that our work is confidential and that confidential information must not be divulged. This obligation will continue indefinitely even after termination of employment.

Training

Medaille Trust is committed to offering training and support to all employees. The post holder will be required to attend mandatory training, other training where appropriate, participate in supervision, annual appraisals and development reviews. To keep up to date with skills and knowledge, including reading to understand all relevant communication e.g., staff handbook, etc. and attend meetings as required.

Health and Safety

- To maintain a safe and secure working environment and to ensure safety and security procedures and standards are followed to keep self and others safe.
- To participate in the identification and assessment of risks and implement agreed working procedures to minimise their impact.

This job description is not exhaustive and the post holder may be required to undertake additional duties from time to time in keeping with a post of this seniority.

PERSON SPECIFICATION FOR THE POST OF CHIEF FINANCIAL OFFICER

Essential qualifications and experience

- Recognised professional accountancy qualification (e.g. ACA, ACCA, CIMA or equivalent), or demonstrably equivalent senior financial leadership experience.
- Demonstrable, direct experience of managing and working with independent external auditors through annual statutory financial audits, including preparation of year-end accounts and audit schedules, responding to audit queries and supporting completion of the annual audit. This is an essential requirement.
- Experience completing at least one full annual independent external audit cycle in a senior finance role, with clear responsibility for coordinating the audit and working directly with the appointed auditors.
- Strong understanding of charity finance, restricted funds, Charity SORP and financial controls.
- Experience leading and developing staff, with the ability to manage specialist colleagues across finance and other operational functions.
- Experience reporting to senior leaders and Trustees, including explaining complex financial matters clearly.
- Competence with accounting software (ideally Xero), Excel and financial reporting systems.
- Experience managing payroll oversight, financial compliance, reconciliations and cash flow.

Essential skills and attributes

- Strong analytical judgement, financial planning and problem-solving skills.
- Able to prioritise deadlines while maintaining accuracy and effective oversight.
- Confident, constructive communicator able to challenge and advise colleagues appropriately.
- Commitment to confidentiality, safeguarding, equality, dignity and the Trust's mission.
- Ability to work independently in a home-based role and travel occasionally.

Desirable

- Experience of financial oversight in a multi-site charity or commissioned-service organisation.
- Experience overseeing IT contracts, operational administration and property budgets through specialist managers.
- Experience of tender pricing, grant costing, pensions and insurance procurement.

Special conditions

- Enhanced Disclosure and Barring Service check, where required for the role.
- Strict confidentiality regarding service locations and the identity of clients and staff.