



severn wye

J O B P A C K

Director of Finance and Operations





The Director of Finance and Operations is at the heart of Severn Wye’s programmes to tackle climate change and fuel poverty. By ensuring the effective management of the charity’s finances and core services you will guarantee all our programmes grow and have real impact.

The Director of Finance & Operations is responsible for the good financial management and smooth operations of Severn Wye. In turn ensuring Severn Wye projects and programmes are as effective and efficient as they can be in tackling Climate Change and Fuel poverty through the energy system. Responsibilities include finance management, budgeting, forecasting, reporting to the board of trustees, producing annual accounts, liaison with auditors and acting in the role of Company Secretary. The role manages a staff team responsible for HR, Health and Safety, GDPR, office management and legal compliance.

The role reports directly to the CEO and is a member of the executive team, sharing collective responsibility to deliver Severn Wye’s work and plan for its future.

The successful candidate will have substantial management and financial experience, with relevant accountancy qualifications, preferably with a proven track record in the charity sector.

In return for your skills and hard work we offer a competitive salary, training and a company pension scheme. If you’re looking to strengthen your career, broaden your experience and contribute to a sustainable future, we’d love to hear from you.



J O B D E S C R I P T I O N

Job title	Director of Finance & Operations
Salary	£47,150 - £60,000
Band	7
Working hours	Full time or part-time
Location	Based at our offices in Gloucester Quays with some hybrid working
Reporting to	CEO
Closing date	22 nd July 2024

This role will include

Organisational development and management:

- In partnership with the CEO, the executive team and Trustees, ensuring the development and implementation of the charity’s strategic plan.
- Being an active member of the charity’s leadership team and play a proactive role in the management of the charity.
- Being responsible for financial planning, budget setting and financial reporting.
- Ensuring operational support is effective, to review and develop organisational systems and ensure staff are well supported to be able to work effectively.

Finance:

- Developing and managing the charity’s financial processes, reviewing and developing policies, procedures and systems to ensure sound financial management and control.
- Being responsible for all financial reporting including preparing annual budget, quarterly reports for trustees, monthly management accounts and cashflow forecasting.
- Being responsible for all project fund reporting, income, budget planning, resources and staff planning.
- Preparing for and liaising re annual audit with the charity’s auditors, ensuring the preparation of the annual accounts for audit and ensure compliance with any audit recommendations.
- Overseeing effective financial record keeping and reporting, including to the Board and external stakeholders.



- Supporting the development team with bid writing including developing budgets and providing financial reports for bids or fundraising.

- Adhering to the Financial Regulations and to good financial practice.

Line management:

- Managing a team delivering day to day financial, HR, office management functions.

Operations:

- Overseeing all areas of the charities operational support including responsibility for:
 - HR.
 - H&S and Safeguarding.
 - Office infrastructure,
 - Policies & procedures.
- Ensuring compliance with employment, company and charity law.
- Ensuring Operational overhead expenditure is kept within budget.

Governance

- Acting as Company Secretary, to attend Board meetings and providing secretariat support.
- Supporting the CEO and Trustees in all matters relating to the governance of the charity.
- Making the Annual Returns to Companies House and Charity Commission.



P E R S O N S P E C I F I C A T I O N

We are looking for someone with

1. Qualified or part-qualified accountant, ACA, CCAB or CIMA;
2. Proven experience of organisational financial management;
3. Proven ability to think strategically and lead on organisational improvement;
4. Experience of managing the HR requirements of an organisation;
5. Excellent communication skills both verbal and written, with an ability to communicate and translate complex financial matters to non-financial staff and stakeholders

Desirable skills and experience include

- Understanding of charity accounting, VAT, the charity SORP, the Charities Act, tax, payroll, National Insurance and pensions legislation
- Understanding of strategic risk management, finance audit and internal controls
- Sound knowledge of regulation and legislation affecting charities including H&S, Safeguarding, GDPR.
- Ability to work collaboratively with Trustees, colleagues and external advisors
- Proven experience of leading continuous improvement in relation to finance, HR, IT, & relevant areas
- Experience of managing and developing staff
- Ability to demonstrate a positive approach and to champion organisational change
- Highly self-motivated and able to work autonomously, take initiative and make recommendations to the management team
- Experience of using accounting software (we use Ipllicit & Sage Payroll)
- Ability to implement and improve financial & HR management systems
- Excellent Excel skills in formulating and linking spreadsheets
- Commitment to Severn Wye's charitable objectives, core values and strategic direction





Severn Wye Energy Agency is a charity working in Wales and England with a vision to live in a stable climate with energy for all.

We achieve this by working with people to overcome fuel poverty and act on climate change by putting energy at the heart of everything we do.

We work with residents and households to help them use energy more efficiently and lead healthier, more affordable lives. We work with businesses to reduce their carbon footprint. We work with communities to help them meet the challenges of the future, take control of their energy use and implement ideas that reduce fuel poverty and energy use. We work in research and development to pilot innovative renewable technologies. We work with local authorities, government departments and policymakers to promote environmental sustainability through renewable energy and low carbon development.

severnweyenergy.org.uk

Applying

If you are interested in applying, please visit our [online application portal](https://severnweyenergy.org.uk/jobs/apply) and fill out the application form there: severnweyenergy.org.uk/jobs/apply. Please also consider filling out the optional equality, diversity and inclusion survey at the end of the form.

If you have considered this role and choose not to apply, [we would value your feedback](#).

Equality

We are committed to improving the diversity of our team and therefore guarantee an interview to candidates from ethnic minorities, LGBTQ+ or disabled communities who meet the essential job criteria, recognising that these are under-represented at Severn Wye – and [in the sustainability sector at large](#). However, we will always appoint the candidate who best satisfies the job description and person specification.

