

## **Job description and person specification**

**Job Title:** Director of Finance and Operations

**Reports To:** Chief Executive

**Salary: £60-65,000** on an annualised basis, pro-rata for part-time, 9-12 days per month (As the role is newly created the exact time commitment is under review with the assistance of an Interim Finance Director.)

**Benefits:** 30 days of leave, pro-rata for part-time, 8% employer pension contribution, medical insurance

### **Specific responsibilities:**

- Responsibility for the Trust's use of resources in carrying out its functions as an NDPB including ensuring the safeguarding of public funds, ensuring propriety and regularity in the handling of those funds in accordance with the principles of Managing Public Money.
- Responsibility for the day to day operations management of the Trust.
- Ensuring that the Trust maintains the highest standards of regularity, propriety, value for money and feasibility.
- Maintaining a close working relationship with HOCS Finance and with the Principal Accounting Officer team at MOD.
- Provide the Annual Assurance review return and Annual report to MOD.
- Account for all funds received by the Trust in accordance with SORP and in accordance with the Financial Framework.
- Agree and report on agreed KPIs for the grant-in-aid.
- Maintain close relationships with HM Treasury and the requirements for draw down of Treasury funds through the Budget Statement and Supplementary Estimate.

### **Financial management and compliance**

- Provide sound financial advice to the Chief Executive, Trust Board and committees, including the preparation of verbal and written reports as required to allow effective management and oversight.
- Lead the Trust's budgeting and procurement processes ensuring that a robust framework is in place for resource allocation, specifically of support costs.
- Plan and monitor the cash flow of the Trust.
- Manage the relationship with the Trust's auditors.
- Liaise with the chair of the Audit Committee in relation to appointment of the Trust's auditors and the audit of the Annual Accounts.
- Ensure compliance with all requirements in relation to taxation, including submission of all PAYE and company tax returns.
- Overall responsibility for the accuracy of all information within the financial accounts and the financial control environment.

- Act as a business partner to the other Executive Management team members and budget holders.
- Overall responsibility for ensuring that all staff understand the nature of restricted funds, that restricted income is identified and correctly recorded and that it is used as intended by the donor.
- Take lead role in procurement, including compliance with OJEU requirements.

### **HR operations and office management**

- Lead and motivate all direct reports.
- Ensure the payroll, pension and annual leave processes are operated executed accurately, efficiently and in a timely manner and in line with all statutory and regulatory requirements, including auto-enrolment legislation and the Trust's responsibilities in relation to the Civil Service pension.
- Develop and maintain a suitable business continuity plan.
- Responsible for all aspects of office maintenance, security and health and safety.
- Responsible for compliance with the lease and maintaining a relationship with the landlord and managing agents.

### **Governance and risk**

- Support the Accounting Officer in the discharge of all responsibilities set out in Managing Public Money and in Regularity, Propriety and Value for Money.
- Support the Trust Board in the discharge of their duties in accordance with all Charity Commission guidance and best practice.
- Ensure the Trust manages risk and opportunity appropriately for the Trust's business and risk appetite and operates within the risk framework agreed by the Audit Committee and Trust Board.
- Responsible for the risk register and ensuring appropriate risk management reports, techniques and financial controls are embedded throughout the Trust at strategic and operational levels.
- Manage insurance arrangements, ensuring suitable insurances are in place and that these are managed efficiently.
- Ensure regulatory and statutory compliance with the requirements of all regulators.
- Manage opportunity and risk to achieve the right balance for the Trust. Ensure value for money and that processes are systematically evaluated to assure the Exchequer has confidence in the Trust's sustainability, effectiveness, prudence, quality and good value.

### **General duties**

- In conjunction with the Chief Executive and other Directors, to play a full and active role in the development and implementation of organisational strategy.
- Keep abreast of financial developments across the public and charity sectors.
- To work in accordance with the Trust's policies and procedures.
- Undertake any other reasonable duties as agreed with the Chief Executive.

## **Person specification**

### **Experience**

- Experience at a senior level of managing and reporting on the use of public funding, ideally with knowledge of the requirements of a Non-Departmental Public Body.
- A thorough understanding and practical experience of all aspects of charity finance, its taxation and regulatory environment and governance.
- Evidence of successful people and resource management, co-ordination and cost management.
- Experience of leading the development of long-term financial plans and setting budgets aligned to the achievement of strategic goals.
- Experience of the development of reporting systems and processes in support of effective financial decision making across an organisation.
- Experience of procurement, including knowledge of OJEU tendering processes.
- Demonstrable experience initiating and implementing change, including improving and developing financial systems.
- A successful track record of influencing – giving professional advice to, and building effective and productive working relationships with, a range of internal and external stakeholders.

### **Skills and abilities**

- A strategic thinker, capable of informing the development and implementation of organisational strategy.
- Excellent team player, with proven experience of leading collaboration across an organisation and the ability to build and maintain effective relationships with people at all levels.
- An innovator who is able to contribute towards the realisation of strategic goals through the development of new ways of working.
- Highly organised, accurate and reliable.
- Empowering management style with the ability to lead and inspire others.
- Proactive and motivated to drive real change, ability to take initiative and make decisions, but also flexibility to adapt to changing circumstances and priorities.
- Well organised, able to manage own workload and work to a high standard of accuracy.
- The ability to provide professional advice confidentially and tactfully express a viewpoint and provide financial direction.
- Ability to communicate effectively in English, both in writing and orally and confident in making formal and informal presentations.
- The ability to explain technical financial information to non-financial managers both in writing and verbally.
- A commitment to personal development and learning.
- Evidence of interest in and commitment to the work of the Trust.

### **Education / Training**

- A fully qualified accountant: CIMA/ACCA/ACA/CIPFA