

Director of Finance and Operations

An exciting opportunity has arisen for a qualified accountant with experience of managing public sector funds to join the team at the Armed Forces Covenant Fund Trust in the newly created part-time position of Director of Finance and Operations.

The Armed Forces Covenant Fund Trust is a grant making charity, which supports the Armed Forces Covenant by funding projects which address specific priorities. To find out more about our work please visit our website www.covenantfund.org.uk/

The role

Reporting to the Chief Executive and working closely with the Director of Grants, the Director of Finance and Operations is responsible for oversight of the Trust's sound financial management and operations, including finance, office management and aspects of governance. To carry out this wide-ranging role you must be comfortable operating at a strategic level, dealing with the Trustee Board and Committees, but also be happy to participate in the delivery of some more operational aspects of the functions within the role's remit. They will be supported by and will line manage the full time Finance and Operations Manager.

The successful candidate will have the opportunity to shape the future structure of the function, as well as how all aspects of the function are delivered going forward. In addition, the successful candidate will have the opportunity to help shape the future direction of the Trust at a strategic level.

Working closely with the Trustees and the Audit Committee, the Director of Finance and Operations will ensure timely, accurate, and reliable management of all finance matters. The role also has oversight of the control environment so as to safeguard the Trust's assets and manage risk and to ensure that the operational functions operate effectively to assist the Trust in meeting its strategic goals.

In return, the successful candidate will be working with a small, dynamic team from across the UK making a real difference to the lives of those within the Armed Forces community.

The role has the following key responsibilities:

- Develop and monitor the Trust's financial strategy to ensure the long-term financial and operational viability of the organisation.
- Compliance with all statutory and regulatory requirements, including but not limited to statutory accounts, taxation, health and safety, all requirements relating to charity, company and Non-Departmental Public Body (NDPB) status and all requirements of a UK employer.
- Lead on all financial reporting to the MOD and HMT in respect of the Trust's grant-in-aid, incidental grants and NDPB obligations.
- Risk and the overall control environment, including insurance cover, business continuity and procurement.
- Delivery of timely and accurate financial reporting against budget, with specific responsibility for support costs.
- Management of HR operations and aspects of governance, including appropriate policies and procedures to safeguard the Trust and its employees and to manage risk.

The successful candidate

You will be a fully qualified accountant with experience of managing both the financial and management accounting functions, as well as developing, delivering and monitoring financial strategy in a UK charity or public body, ideally a grant-making charity or public body. You will have experience managing and reporting on the use of public funds. You must be able to demonstrate an ability to manage HR operations, governance and office management, ideally through past management experience. The ability to communicate effectively, both in writing and orally, is essential.

You'll be a highly organised team player, with the ability to problem solve and be comfortable representing the organisation at a senior level. You will have a professional approach to work and be comfortable being hands-on operationally.

Salary: £60,000-£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.) Salary will be dependent on experience.

The successful candidates will work as part of a small team, based in the Trust's offices not far from Victoria Station in London – but opportunities for working remotely will be available. At this time, during the Covid-19 pandemic, the whole team is working in this way.

The Trust is committed to being an equal opportunities employer and to providing development and training opportunities.

How to apply: Applications should take the form of a letter (no more than two pages of A4) providing evidence of how you meet the person specification, and a CV – both attached to an email addressed to info@covenantfund.org.uk giving the contact details for two professional referees and how you know them. Please tell us about your availability/likely notice period. Please include the wording Application for Director of Finance and Operations in the subject line.

Timetable:

Deadline for applications is 21 August 2020

First interviews are likely to be on or around 27 August

Job description and person specification available [here](#) and on our website.