****

**Job Description and Person Specification**

**Job Description**: Finance Director

**Position in organisation**:  The job holder will be a member of the Senior Management Team and report to the Chief Executive.

**Location:** The Palace Hub in Redcar with the flexibility for some home working.

**Hours**:  37 hours a week.  Must be sufficiently flexible to work irregular hours as demanded by the requirements of the post.

**Salary:**  £41,881-£49.864 per annum, depending on experience.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Job Purpose**

As a key member of the Senior Management Team (SMT), this new post of Finance Director will lead operational responsibility for all finance functions and support the Chief Executive with the development of the Group’s overall strategic direction and long-term financial viability.

The ideal candidate will be an experienced financial leader with solid charity knowledge, who will ensure effective strategic and operational financial planning, monitoring and reporting, and ensure the Charity and associated trading entities have sound financial and risk management systems that comply with all statutory and external requirements and regulations.

1. **Core tasks and responsibilities**

**Finance and Procurement**

* Provide sound financial advice to the CEO, Trustees, Directors and other managers to support the effective and efficient management of the Group.
* Ensure the appropriate vision and processes are in place to establish and maintain the long-term financial viability of the Group, advising the Boards, CEO and senior managers on the financial consequences of proposed actions.
* Take responsibility for ensuring compliance with all accounting, tax and external regulations and ensure that internal financial systems and controls are robust, compliant and support current activities and future growth
* Lead the planning and budgeting processes and ensure strong processes are in place for resource allocation and performance monitoring at all levels.
* Support the development of business cases and budgets for trust, grant, and statutory funding bids.
* Establish and oversee the delivery of regular financial reporting systems at all levels, monitoring agreed key performance indicators on a regular basis for discussion with the CEO.
* Work with the CEO to oversee the provision of key financial and management information to the Board, SMT and internal budget holders to facilitate effective organisational operation and business development, including the finalisation of the year end accounts and annual report
* Oversee relationships with financial services including banks, auditors, payroll providers, Investment Managers, and finance specialists, ensuring effective management of assets.
* Lead on the procurement of systems, products and services which meet strategic and operational needs.

**Governance and Risk**

* Oversee procurement process and contractual arrangements with third parties and establish partnerships ensuring the highest levels of governance and legal/regulatory compliance
* Ensure appropriate risk management techniques and financial controls are embedded throughout at strategic and operational levels.
* Contribute to the development of the strategy across all areas of the organisation, challenging assumptions, and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets and business drivers.

**Central resources**

* To work in line with our values and Code of Conduct and promote equal opportunities and diversity both in your area of work and the wider organisation.
* To maintain the organisation’s financial records in line with RCVDA’s policy, procedures, funding and monitoring requirements.
* To maintain up to date awareness of national, regional and local developments in matters relating to voluntary and community sector funding and finances through reading, attendances at meetings, conferences etc.
* To prepare financial reportgs, management information and statements of grant usage as required.
* To provide an appropriate level of direct services to other voluntary and community organisations as agreed in current work plans.

The post holder will also be expected to undertake any other duties commensurate with a senior leadership post as and when required.

1. **Person Specification**

|  |  |
| --- | --- |
| **Qualifications:** |  |
| A qualification in finance, accounting or other relevant discipline | Essential |
| **Experience and Knowledge:** |  |
| Track record of achievement in a senior strategic financial management role ideally in a similar sized organisation | Essential |
| Experience of Social Housing Finance | Desirable |
| Experience of managing a central resource function | Essential |
| Experience of working for a charity, housing or health related organisation | Desirable |
| Strong knowledge of charity SORP | Essential |
| Demonstrable level of experience of working with senior staff and directors/trustees | Desirable |
| Excellent people manager, a proven leader with strong interpersonal skills and the ability to influence and motivate. | Essential |
| Self-motivated individual capable of working on their own and as part of a team | Essential |
| Strong IT skills, including development of systems and processes. | Desirable |
| A hands-on individual, who is also able to demonstrate significant financial leadership and decision-making in a senior role. | Desirable |
| High level communication, presentation and negotiation skills. | Desirable |
| Strong written and verbal communication skills, with the ability to convey financial information to non-financial staff and who can make finance and business processes come alive for colleagues | Desirable |
| Adept at concise report-writing, presentations and policy/procedure documentation | Essential |
| Demonstrate financial acumen and a thorough understanding of best practice in setting and managing budgets and oversight of day-to-day financial management, including auditing | Essential |
| Ability to build strong, collaborative and productive relationships with colleagues, volunteers and external partners | Desirable |
| Experience as part of a Senior Management Team | Desirable |
| **Personal Qualities:** |  |
| Commitment to continuing personal and professional development | Essential |
| Reliable and trustworthy with confidential matters; ability to use a natural sense of discretion | Essential |
| Able to relate to and work with people from a range of backgrounds | Essential |
| Strong ability to manage a varied, multi-faceted workload | Desirable |
| Ability to work under pressure and to deadlines, coupled with a degree of flexibility | Desirable |
| Ability to assimilate information quickly | Desirable |
| Interest in social justice and awareness of cross-cultural sensitivities | Desirable |
| A team player with a willingness to work flexibly | Essential |
| A willingness to contribute with a direct hands-on approach to work | Essential |