

JOB DESCRIPTION

Job Title: Director of Finance (Finance Director)

Accountable to: Executive Director

Job Purpose:

The Director of Finance has specific responsibility for the operational function and strategic development of the organisation's finance department and the service and support that it provides to other departments within the organisation.

The Director of Finance will oversee all financial aspects of business and drive the company's financial strategy and planning and will be responsible for assessing the financial performance of the company as well as possible risks and investments.

As a member of the senior management team:

The Director of Finance will also have an important role in determining the strategic development of all areas of the organisation, especially the finance strategy of all departments.

Responsible for:

The effective management and development of financial resources in line with the organisation's vision. The postholder will directly manage the finance department and ensure production of timely and high quality financial management information. They will also be responsible for all aspects of financial control and fraud prevention.

The post holder will also need to have an understanding of the organisation's information technology and communications infrastructure, especially with reference to systems concerning finance, payroll and human resources.

Duties and Responsibilities:

Strategic Management:

1. Assist with leading, promoting and managing Age UK Leicester Shire & Rutland in an inspiring, highly effective and prudent manner in order to achieve the objectives set out by the Board in accordance with its policies.
2. To be an active, integrated and cohesive team member of the Senior Management Team in order to contribute fully to strategy development and deliver the organisation's vision.
3. To work with the Executive Director in providing leadership and direction in the development of a broad range of activities, whilst being consistent in our Strategic Plan, and promoting the organisation's vision.

4. To ensure that the organisation maximises its financial performance across the broad range of activities including long term financial planning, effective tax planning, management of the investment portfolio and a strategy for the property portfolio.
5. To work effectively with all people, developing productive relationships with colleagues, volunteers, external partners and the Board of Trustees.
6. To prepare reports and financial information/analysis for the Board of Trustees and other planning needs as requested.
7. To facilitate the finance committees of the organisation in coordinating the annual budgeting process and procedures.
8. To represent the organisation as required.
9. To lead on key organisational projects or events, as required in collaboration with auditors and other external advisors, other service providers, senior management and board members.
10. Drive the financial planning of the company by analysing its performance and risks.

People:

1. To coordinate the work and monitor workloads of direct reports, designing, maintaining and resourcing an adequate staff structure, undertaking performance & development monitoring against key performance indicators as required.
2. To undertake performance management of staff as required.
3. To identify appropriate training and development needs for direct reports, assisting in their development.
4. To support and provide advice and mentoring to staff to maximise their effectiveness whilst in post, as required.
5. To develop and deliver training and presentations for staff, as required.

Quality Management:

1. To manage and lead the finance functions within the organisation, ensuring that they deliver against the Strategic Plan.
2. To manage the services provided by the finance department with a high level of customer focus and support managers with service development.
3. To drive a high quality and performing culture, responsive to Board of Trustees' needs.

4. To embed effective systems and procedures creating a culture of continuous improvement.
5. To lead on and develop appropriate financial and management reporting systems to ensure the efficiency and effectiveness of the finance functions across the organisation.

Major Tasks:

1. To coordinate the proactive and timely dissemination of high quality financial information to departments, the Executive Director and Board of Trustees such as annual budgets, monthly management accounts, cash flow analysis and any other reports that may be required.
2. To ensure that the organisation has in place robust, compliant financial systems and procedures and that these are adhered to by all staff.
3. To lead on the preparation of statutory accounts, provide year end accounts, provide appropriate support and assistance to the organisation's auditors and delivery of recommendations arising from the audit process.
4. To ensure that all statutory returns are completed in a timely and effective manner, including those in relation to pensions, VAT, PAYE, NIC and SSP, and that appropriate compliance dates are met for the Charities Commission and Companies House. To monitor and advise on current and future tax and pension legislation with a view to optimisation.
5. To advise department managers on financial matters including budget preparation and guidance as appropriate. To support managers in the preparation of bids and contract negotiations.
6. To manage banking arrangements and monitor and report on the Investment Policy and performance to trustees at regular intervals.
7. To lead on the Risk Management process, advising the Executive Director and managers on risk matters, and reviewing the risk register and internal audit function on a regular basis, reporting to the Board of Trustees.
8. To monitor and update the Financial Procedures Manual ("Help sheets"), reporting material breaches to the Executive Director and the Board of Trustees.
9. To monitor and update Insurance matters as required and report to Executive Director and Board of Trustees
10. To oversee the payroll function to ensure employees are paid in an accurate and timely manner.
11. To monitor and control debtors, ensuring invoices are paid on time and the risk of bad debts is minimised.

12. To monitor and control the fixed assets register.
13. To review the restricted, designated and free funds on a regular basis, to ensure compliance with donor's stated wishes where appropriate and ensure compliance with legislation and the organisation's policies and procedures concerning reserves and fund accounting.
14. To review and maintain the organisation's accounting policies, to ensure compliance with the relevant legislation and suitable for the organisation's needs.
15. To review all software and systems integrating with the finance systems, to ensure their cost effectiveness and that they are up to date and relevant for the purpose required.
16. To maintain and develop relationships with the organisation's main software suppliers to ensure efficiency and cost effectiveness.
17. To ensure compliance with the organisation's and statutory environmental obligations.
18. To review monthly financial statements and budget variances, identify areas of expense control and highlight areas of concerns.

Training and Development

1. Undergo mandatory and departmental training and development as required.
2. Evaluate training undertaken and integrate it into your work programme.
3. To comply with any continuous professional development obligations incumbent on the individual post holder.

Health and Safety

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.
2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

Working Practices/General

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.
2. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.

3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.
4. To undertake any other duties that may reasonably fall within the purview of the job.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.

Signed Date

(Please print name)