**** Job Description

# Job Title Director of Finance & Resources

**Location** Harrogate with travel to other Henshaws locations in the North of England

**Salary** £56,683.40 per annum

**Band** J

**Hours per Week** 35

**Annual Leave** 30 days plus 10 Statutory holidays (pro-rata for part time / term time roles)

**Reports to** CEO

**DBS Check** Enhanced Check with child barring list

**Pension**

**arrangements** Defined contributionpension scheme with 3% employer contribution

**Specific duties and responsibilities**

**Finance Duties**

* To be the chief financial officer of the Charity, with accountability for the financial strategy and ensuring long-term financial sustainability.

* Contribute to the development of the Charity’s strategic plan
* Preparation of an associated rolling 3 year financial plan.
* Provide sound and well-reasoned advice to Trustees and managers on all financial and commercial matters.
* Ensure an appropriate financial governance framework for all aspects of the Charity’s financial processes and ensure appropriate financial controls are embedded throughout the Charity.
* Ensure that the Charity has in place and adopts appropriate financial systems, regulations and processes to meet all of its statutory and regulatory responsibilities.
* Prepare timely management accounts and financial reforecasts, supporting managers in interpreting the data and developing solutions in problem areas.
* To manage cash flow and borrowings.
* To manage the risk management processes of the Charity.
* To negotiate with bankers, pension providers, insurers, investment managers and other finance consultants to ensure best outcomes for the Charity.
* To liaise with legal advisors on all Charity legal matters.
* Manage, lead and motivate the finance team and ensure that staff deliver a quality service.

**Business Development**

* Chairing all operational business groups and monitoring business objectives.
* Responsibility for Business Planning processes.
* Provide support to colleagues in relation to the financial implications of new projects and service developments, ensuring underlying financial assumptions are sound and achievable.
* To lead on due diligence work for mergers and acquisitions.
* Assist in the development and sound financial planning of subsidiary companies.

**Trustee & non-executive relationships**

* Attending Trustee Board meetings and delegated sub-committees.
* Manage meeting content for the Business, Investment & Finance Committee, ensuring the committee chair is briefed on all financial governance matters.
* Manage meeting content for the Audit Committee, liaising with the committee Chair.
* Liaising with link trustees for Data Protection.

**Other Duties**

* Director with responsibility for property management and development: including purchases, sales and leases. Providing line management to the Estates Manager.
* Director with responsibility over the IT Department. Providing line management to the IT Manager.
* Acting as Charity representation on Data Protection matters.

* Be a fully participating member of the Henshaws Senior Management Team.

**Line Management Responsibilities**

* Lead and motivate to enable staff to work effectively, in a supportive and inclusive environment.
* Actively support staff wellbeing and a culture of positive mental health across the charity.
* Role model Henshaws values and adhere to Code of Conduct at all times, challenging behaviours which do not meet these values
* Demonstrate a commitment to Henshaws Strategic aims and embed a culture of sharing skills and specialisms which can be can be packaged into knowledge
* Carry out regular 1:1s and schedule team meetings as appropriate
* Undertake annual appraisals with staff members
* Undertake effective inductions for new team members and for staff returning from long absence
* Support appropriate staff learning and development within your staff team and ensure mandatory/statutory and role specific training for all team members is in date.
* To provide operational Health and Safety leadership across all areas of the team and wider organization - take action to prevent accidents, injuries and work related illness.
* Ensure all accidents/incidents and safeguarding concerns are recorded and managed in line with Henshaws policies and procedures.
* To abide by GDPR legislation and Henshaws Data Protection Policy at all times and ensure compliance by team members.
* Responsible for the recruitment of new staff within specific area, once appropriate support/training has been given
* Manage sickness absence fairly and effectively in line with Henshaws policies and procedures
* Manage performance and conduct issues fairly and consistently, taking advice from the HR department where appropriate

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures at all times.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Any other duty as required by the line manager commensurate with the post.

**Person Specification**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the
desirable criteria to produce the shortlist. All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

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|  | **Essential** | **Desirable** | **How Identified** |
| **Education and Training** | Applicants will be qualified to degree level and be fully qualified (ACA/ACCA/CIMA or CCAB equivalent) |  | Application Form |
| **Knowledge** | Robust knowledge and understanding of accounting principles | A sound knowledge and understanding of charity accounting, charity law and regulations | Application Form |
| **Skills and Experience** | Extensive post qualification experience, demonstrating the ability to adapt to differing environments, sectors and industries |  | Application Form and interview |
| Proven ability to think and act strategically  |  | Application form and interview |
| Clear and effective communicator with experience of communicating complex information to diverse audiences at all levels of the organisation |  | Interview |
| Ability to quickly and accurately assess financial and commercial viability of proposed contracts and activities |  | Application form and interview |
| Ability to prioritise and delegate effectively |  | Interview |
| Capable of problem solving in innovative ways |  | Interview |
| Flexible attitude to work and approachable disposition |  | Interview |
| Ability to meet deadlines |  | Interview |
| Experience of leading and motivating a diverse staff teams comprising finance, maintenance and IT staff | Experience of reviewing and restricting teams in order to meet the change neds of the organisation | Application Form |
| Experience of dealing with auditors, insurers, bankers and other external professionals | Renegotiation of banking facilities | Application Form and interview |
| Extensive experience of all accounts office functions  | Previous working and/or volunteering experience of the voluntary/charity sector | Application Form |
| Good experience of varied accounting software applications, i.e. not just Sage, or Xero | Experience of choosing and transfer to a new accounting system | Application Form and interview |
| Able to use IT systems to a high level including Microsoft Excel and MS Office |  | Application form and interview  |
| **Additional requirements** |  | Due to the geographic locations of Henshaws services, access to a vehicle for business use would be advantageous | Application form |

Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.

Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.

Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.