

**Job Description**

Job Title: Finance Director

Responsible to: CEO

Responsible for: Finance & IT

 1 x Finance Manager; 1 x Finance Officer; 1x IT Manager (interim);

1 x Applications & Database Administrator; 1 x Finance Administrator

Key relationships: Trustees, Treasurer, Employees, Contractors, External Stakeholders, Charitable Donors, External Auditors & HMRC,

Salary: Competitive

Position: Permanent, full-time 37.5 hours

Location: The Poppy Factory, Richmond, Surrey

**Context**

The Royal British Legion Poppy Factory is an independent charity, founded in 1922 with the aim of providing paid employment to disabled ex-Servicemen and women. In 1925 a factory was established in Richmond to make poppies and other commemorative items. The products are sold under special arrangements to The Royal British Legion (RBL) which uses them in its fundraising campaign and Remembrance activities in the weeks prior to Armistice Day.

In 2010, the Trustees expanded the charity and raised its profile. Their vision was that all disabled ex-Servicemen and women should have the opportunity and necessary support to enable them to take up paid employment. The charity began a ‘Getting You Back to Work’ employability service, and now offers bespoke support to help veterans find their preferred employment. Since 2011, the charity has supported over 900 veterans gain meaningful, rewarding and sustainable employment in their own communities throughout England and Wales.

Demand for the service is growing and after extensive evidence-based research, the charity has now introduced the Individual Placement and Support (IPS) model. The charity also recognises the need to be a more visible “model employer” not only by following and developing good practice but also to share our learning and demonstrate it to other employers.

The post of Finance Director is critical to the implementation of The Poppy Factory’s future ambitions. The post holder will be working in a complex, multi-disciplined environment, and The Poppy Factory often needs to collaborate with other related charities and businesses. Good working relations with these external organisations are key to the success of this role.

It is essential that the successful candidate embraces the ethos of The Poppy Factory, working closely with the very people it supports. The Finance Director will not only possess a genuine empathy with the principles of the Poppy Factory, but will also demonstrate outstanding strategic, technical, financial and people skills, in leadership of the Finance and IT function and as a key member of the Senior Management Team. The ability to work positively with trustees, commanding their confidence, is as essential as lateral thinking.

**Key Objectives**

* To, propose, develop and implement financial strategy across the charity.
* To design and implement financial controls, policies and structures as necessary for the protection of funds and assets and for the generation of new income streams.
* To play a full role in the Executive Management Team by supervising financial performance and driving financial performance improvement.
* To be responsible for the charity’s IT infrastructure/provision overseeing the development and implementation of an IT strategy effective to support the charity’s business activities.

**Key responsibilities**

* To provide financial management and strategic support in the development and implementation of the financial strategy.
* To manage the financial resources of the charity and conduct resource planning to meet the future charity needs in line with the charity strategy.
* To possess a broad understanding of current financial and business trends, acting as a knowledge base for executive colleagues.
* To provide sound financial advice to the Trustees, CEO and GM and act as a leading interface between Management and Trustees on financial matters.
* To ensure appropriate financial controls and procedures are in place, at both the strategic and operational level; proactively reviewing and developing these as the organisation grows.
* To proactively develop financial models to support new business ventures, reporting appropriately at trustee board meetings.
* In the light of the ambitious development of the charity, to both support and challenge the Executive Management Team with regards to the financial impact of the charity plans.
* To provide external interface with banks, auditors, consultants and other charity finance specialists and liaising with all statutory authorities on all tax matters, including VAT, Corporation Tax, PAYE and National Insurance contributions.
* To lead discussions with the above, as well as interfacing with The Royal British Legion on the production partnership, with particular regard leading on VAT matters, financial structure and future financial relationships.
* To prepare and present regular management accounts and financial performance analysis to the CEO and Board of Trustees; preparing the Annual statutory accounts.
* To lead, design and manage the process of annual budget preparation and management of the organisational cashflow.
* To ensure that all Charity Commission Guidelines in respect of financial management and controls are followed.
* To ensure that all financial reporting obligations are met in relation to funding requirements and to provide significant financial input into funding applications.
* To work with the Trustees, CEO and GM in implementing the asset management strategy for the Charity’s rental portfolio of flats and commercial units.
* To make recommendations for trustees and the CEO in managing the Charity’s investment portfolio ensuring balance of risk and liquidity.
* To work closely with the fundraising team to provide sound financial support to maximise capital and revenue growth in addition to attending donor meetings where required.
* To be responsible for the charity’s IT infrastructure/provision overseeing the development and implementation of an IT strategy effective to support the charity’s business activities.
* To be responsible for management of payroll and pensions via outsourced providers.

* To attend business development meetings with the CEO in addition to representing the CEO at external meetings from time to time.
* To provide line management support to direct staff reports including performance management, annual appraisals and ensuring relevant training.
* To provide leadership and direction to the finance and IT function (internal employees and external advisors) ensuring all activities are co-ordinated and that agreed timelines are met.

**Person Specification**

This challenging and varied role is responsible for supporting the CEO in taking the charity forward during a period of significant change. The priority of this role is to provide financial and strategic direction for the Charity as it changes shape, explores new fundraising avenues and considers partnership activities with other organisations.

**Experience required**

**Education**

* A recognised accounting qualification.
* Degree level education or equivalent through relevant training / experience.

**Knowledge / Understanding**

* Vision, energy and knowledge to guide purposeful innovation. Provides new solutions or methods.
* A proven track record of achievement and substantial post qualification experience.
* Experience of developing and managing the financial aspects of effective customer driven services.
* Up to date knowledge of professional accounting requirements.
* Experience of successful working at senior level with Boards and Committees.
* Experience of strategic planning, business planning, budget responsibility and risk management.

**Business Management**

* In-depth understanding of budget management, treasury management and financial planning.
* The ability to develop and manage complex financial models and strategies.
* Business acumen and commercial awareness and skills.

**Experience**

* Successful experience of managing change in a complex organisation
* Substantial management experience at a senior level.
* Experience of writing and presenting reports at Board / Committee level.
* Experience of the development of strategic and long term financial plans
* Experience of managing IT systems.
* Significant experience in an accounts environment.

**Abilities**

* Excellent communication and presentation skills; comfortable with public speaking and representing the Charity at social and business events.
* Ability to think logically and strategically.
* Proven ‘hands on’ management skills.
* Ability to work as part of a team.
* Ability to organise and prioritise work.
* Integrity and probity/Enthusiasm and energy.
* A commitment to setting and achieving high quality standards.
* An understanding of and commitment to Equality and Diversity for all.
* IT literate.
* Strong report writing skills.

**Desirable skills / experience**

* Experience of charities, with particular emphasis on fundraising charities
* Experience of Charity SORP
* Experience in one or more of the following areas - Manufacturing, Property Investment and Service Delivery Models.

**How to apply**

To apply for this position please prepare your CV and a covering letter clearly outlining how you meet the essential criteria in the person specification. You may address your covering letter to Deirdre Mills, Chief Executive.

This post will close on midnight on Sunday 1 July 2018 however we reserve the right to withdraw the advertisement if we appoint to the role before this date. Please note that we cannot accept late or incomplete applications. Interviews are expected to take place mid-July 2018.

*For an informal conversation about the role please contact Deirdre Mills, Chief Executive on 020 8939 1876*

[**Apply for the role of Finance Director**](https://poppyfactory.has-jobs.co.uk/finance-director-london/212847/0/apply)

**Company Information**

The Poppy Factory is an independent charity which was founded in 1922 with the object of providing paid employment opportunities for disabled ex-Servicemen and women. A factory was established in Richmond to make poppies and other commemorative items to achieve this purpose. The products are sold under special arrangements to The Royal British Legion.

Whilst the charity continues to provide paid employment through its Factory for disabled ex-Servicemen and women, it also facilitates paid and meaningful employment opportunities for wounded, injured and sick (WIS) ex-Servicemen and women throughout England and Wales, via its community based employability service. We can also provide assistance in Northern Ireland.

This is an excellent opportunity to join The Poppy Factory at an exciting period of expansion in its activities supporting veterans. We hope you are inspired to join us in our important and exciting work to create a world in which every workplace values disabled veterans.

**Benefits, terms and conditions**

The Poppy Factory aims to be a model employer and offers competitive terms & conditions of employment and a range of enhanced benefits, as outlined below:

**Salary:** All our salaries are benchmarked based on the requirements of the job description and comparable roles in the charity sector. Salaries are subject to annual review.

**Hours of Work:** Unless otherwise stated, contracts are normally offered on a full time basis, 37.5 hours a week, Monday to Friday.

**Location:** The Poppy Factory, 20 Petersham Road, Richmond, Surrey TW10 6UR (or home based if applicable).

**Contract:** unless advertisement states otherwise all posts are offered on a permanent contract (subject to completion of a six-month probationary period).

**Pension:** on completion of three months service staff will be auto-enrolled into the Poppy Factory occupational pension scheme offered by Standard Life. Contribution rates on auto-enrolment are 1% employer and 1% employee (via salary sacrifice). Staff may choose to increase their contribution rate to either 2.5% or 5%. The Poppy Factory will contribute double the rate i.e. 5% or 10% respectively.

**Annual Leave:** Full time staff entitlement is 24 days per year with 1 day’s additional leave on completion of 3, 4, 5 and 9 years’ service (i.e. to a maximum of 28 days) plus 1 day in lieu of Armistice Day plus public holidays.

**Reservists Leave:** Staff who are members of the Reserve services are entitled to five days paid leave to support their reservist activities.

**Life Cover:** Life insurance cover of 3x annual salary.

**Employee Assistance Programme**: 24 hour/365 days confidential service offering a wide range of advice and support.

**Family Friendly:** Enhanced parental benefits (subject to meeting statutory requirements).

**My Work/Life Benefits:** Childcare vouchers scheme (via salary sacrifice), cycle to work scheme, and access to our benefits portal offering a wide range of discount vouchers and promotions for high street shopping, restaurants, experiences and days out.

**Equality, Diversity and Inclusion**

We are committed to equality, valuing diversity and promoting inclusion within our workforce, including the volunteers who give their time to us. We work to maintain an environment where the needs and aspirations of all employees are met, irrespective of characteristics protected under the legislative framework of the Equality Act 2010. We expect everyone to understand and accept their personal responsibility to recognise and value differences and the unique contributions that people make to the way we deliver our work.

As an equal opportunities employer our commitment is to take positive measures to recruit people from underrepresented groups, and we actively encourage applicants from diverse backgrounds. As a Disability Confident employer, we offer a guaranteed interview for any job applicant with a disability who meets the essential criteria for the role. Please indicate in your application if you wish to be considered under this scheme. We are also happy to discuss reasonable adjustments to the application or interview process to accommodate disabled candidates.

We are a family friendly employer and happy to discuss flexible working.