**Job Description and Person Specification**

**Job Title:** Director of Finance and Operations

**Reports To:** Chief Executive

**Responsible For:** Finance and Operations Manager

**Purpose of the Role:**

Develop and execute the Trust’s financial strategy, ensuring safeguarding of public funds and regularity in the handling of those funds in accordance with the principles of the Managing Public Money handbook.

Ensure a close working relationship and compliance with all reporting requirements of the Trust’s funders, including the Ministry of Defence and HM Treasury.

Support the Trust’s Accounting Officer in the discharge of all responsibilities.

Oversee efficient and effective finance and operations functions that reflect best-practice in the industry and support the organisation to achieve its strategic goals.

Champion and ensure compliance with policies and procedures designed to safeguard the Trust’s assets and employees, and to manage risk.

As part of the Executive Management Team, play a full and active role in the development and implementation of organisational strategy.

**Key Responsibilities:**

**Financial Management and Compliance**

* Ensure sound financial management of the charity’s resources to support the long-term viability of the Trust
* Ensure that processes are in place and systematically evaluated to provide confidence by the Trust’s funders and regulators in its sustainability, effectiveness, prudence, quality and good value
* Develop and implement a best-practice control environment
* Lead the Trust’s budgeting ensuring that a robust framework is in place for resource allocation, specifically of non-grant expenditure
* Lead the Trust’s procurement processes, including compliance with OJEU requirements
* Provide regular financial analysis and reporting to support management and the Trustee Board in the execution of their responsibilities
* Manage the relationship with the Trust’s auditors and Audit Committee
* Manage the preparation and audit of the statutory accounts
* Lead the finance team and overall responsibility for all elements of financial management and reporting
* Ensure that restricted income is identified and correctly recorded and that it is used as intended by the donor
* Oversee of treasury management and cash flow

**HR Operations and Office Management:**

* Lead and motivate all direct reports
* Ensure the payroll, pension and annual leave processes are operated executed accurately, efficiently and in a timely manner and in line with all statutory and regulatory requirements, including auto-enrolment legislation and the Trust’s responsibilities in relation to the Civil Service pension
* Develop and maintain a suitable business continuity plan
* Responsible for all aspects of office maintenance, security and health and safety
* Responsible for compliance with the lease and maintaining a relationship with the landlord and managing agents

**Governance and Risk:**

* Ensure the Trust manages risk and opportunity appropriately and operates within the risk framework agreed by the Audit Committee and Trust Board
* Maintain the risk register and ensure appropriate risk management reports, techniques and financial controls are embedded throughout the Trust at strategic and operational levels
* Manage insurance arrangements, ensuring suitable insurances are in place and that these are managed efficiently
* Ensure regulatory and statutory compliance with the requirements of all regulators, for example as a charity, company, NDPB and employer

**General Duties:**

* In conjunction with the Chief Executive and other Directors, to play a full and active role in the development and implementation of organisational strategy
* Keep abreast of financial developments across the public and charity sectors
* To work in accordance with the Trust’s policies and procedures
* Undertake any other reasonable duties as agreed with the Chief Executive

**Person specification:**

Experience and qualifications:

* Developing, delivering and monitoring financial strategy in a UK charity or public body, ideally grant making
* Managing and reporting on the use of public funds at a senior level, ideally experience of compliance with the HMT Managing Public Money handbook and OJEU procurement requirements
* Oversight of at least one full audit process with statutory accounts prepared in compliance with charity SORP
* Oversight of a best-practice financial control environment and the production of financial and management accounts
* Analysis of financial results to aid in the achievement of strategic goals
* Initiating and implementing change, including improving and developing financial systems
* Demonstrable understanding of charity finance, regulatory environment and governance
* Oversight of the operational aspects of HR and office management
* Fully qualified accountant (CCAB/CIMA)

Skills and abilities:

* Proactive and motivated to drive real change, ability to take initiative and make decisions
* Ability to provide professional advice confidentially, tactfully express a viewpoint and provide financial direction clearly
* Ability to communicate effectively in English, both in writing and orally and confident in making formal and informal presentations
* Values each member of the team and provides leadership across the organisation
* A commitment to personal development and learning
* Evidence of interest in and commitment to the work of the Trust

**The Trust Team:**

