# Age UK - CASEwork

# Job Description

**Post:** Finance Director

**Salary:** Competitive salary negotiable in excess of £40,000

**Contract Term:** Permanent

**Hours:** Full Time – 37 hours per week

**Location:** Flexible: - Location will be closest Partner site to home address (to be agreed) with regular travel to Partners throughout Yorkshire and Humberside

**Accountable to:** Board of Directors: - key relationship with Partner CEO’s

**Direct Reports:** Finance Manager and Finance Officers

 *Also other staff as required*

**Other:** Appointment is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced with barred list check. Two satisfactory references and evidence must be provided of a right to work in the United Kingdom.

## Overall purpose:

**This is an exciting opportunity to become the first Finance Director of a new Support Services company established by a group of local Age UK Charities.**

You will build a robust organisation, taking overall responsibility for the financial operations of the organisation, providing strategic and operational direction and management (including staff management). You will also play a crucial role in providing excellent financial functions to the company’s members - initially Age UK Doncaster, North Yorkshire and Darlington, Sheffield, Wakefield District and York. You will support the company’s members to ensure they are able to deliver excellent services to older people across the region. In addition, the successful candidate will be the lead on corporate governance for the Board.

The company has an ambitious vision to develop a full range of support services over the coming years, and to incorporate additional local Age UKs and other charities into membership or use of its services. As well as leading on strategic finance for the members, the post holder will be responsible for the development of the programme to create this wider service offer, and to engage stakeholders in order to develop the business opportunities that this presents. We also want to develop a broader commercial strategy and a range of commercial services to support older people, particularly across Yorkshire and Humber to respond to changing needs among older people and commissioners.

It is estimated that approximately 20% of the role will be committed to this programme, working with the Chief Executives of the member charities. The other 80% will be shared across the member charities to ensure that each has appropriate finance planning, reporting, budget management and accounts.

The post holder will ensure that the organisation is prepared to deal with the challenges of providing effective and efficient corporate, financial and financial management systems and policies that maximise the member charities’ resources to enable them to successfully deliver their charitable objectives.

You will be joining the organisation at its inception. The organisation is newly incorporated and is looking at new ways of collaborative working across member charities, including the use of a shared Finance team using a Microsoft Dynamics finance system. This post is seen as crucial to the successful implementation of this system and way of working. As the company develops ways of working will change and the duties described below may be subject to change, and over time the role may be separated into two roles as a Finance Director and a Business Development /Corporate Director.

The post holder must be a qualified accountant, skilled in providing strategic advice, budget development and producing statutory accounts. It will be important that the post holder has experience of leading change projects.

## Key responsibilities:

* To lead on the development of the organisation including promoting it with other Age UK stakeholders and charities / social enterprises and supporting them into membership or to purchase services as appropriate
* Accountable to the Board for the delivery of the company’s relationship with its member organisations, and that the company operates in a cost-effective way to deliver high-quality low-cost services to members
* Facilitate twice-yearly member meetings as required in the Articles of Association
* Lead the corporate governance of the company, ensuring that company secretary responsibilities are fulfilled, and that the Board is appropriately advised and supported in its decision-making
* Ensure that the company complies with all relevant legislation as employer, including health and safety law
* Manage the company’s finances including its financial and business strategy
* Lead on the development, financial implementation and necessary cultural change related to the shared finance system, and relationships with the system provider and any Age UK user groups
* Lead on the relationship between local partners and the new company, establishing agreed standards and service levels, reporting frameworks and ways of working that ensure that members receive appropriate financial information and advice to deliver their local objectives and to operate effectively within the requirements of the Charity Commission, Company House and all relevant legislation, standards and statutory guidance.
* Ensure the Support Service’s compliance with financial regulations in relation to charity and company law and regulations, and advise and support Members to achieve compliance
* Lead the finance team to maximise their potential and empower them to provide high quality financial support to the member organisations
* Oversee the integrity of all financial systems: Develop, monitor and manage the organisation’s financial systems, policies, procedures and internal controls and the development of a consistent approach across member organisations to improve ways of working consistent with the effective operation of the regional finance system
* Undertake management reporting, budgeting, forecasting and ad hoc analysis both for the Company Board and for Trustee Boards of member organisations
* Ensure the production of statutory accounts as required for member charities and their associated companies
* Deliver payroll services, VAT reporting, purchasing and invoicing systems on behalf of the member organisations
* Support other staff in achieving the implementation and management of financial policies and procedures for the company and member organisations, ensuring appropriate training is available and that managers in member organisations can effectively interrogate the system and receive standard reports using Power-BI, Jet or other reporting tools
* Contribute to the Company’s strategic planning and that of member organisations; provide dedicated time to support the 4 CEOs/Boards with their strategic finance needs
* Lead on tender activities and support member organisations with the development of financial cases to underpin tender submissions

## Main Duties

* Provide support to the Board, organising meetings and reports as required
* Ensure that appropriate coordination and input is made into organisational governance arrangements, Board, member trustee and officer groups and committees
* Provide strategic direction to the Company’s long-term financial planning
* Present and produce Board reports and financial information on a timely basis
* Prepare Charity Commission, Company House and HMRC filing as required
* Manage the work of the finance manager and other reports to deliver service agreements and standards to members (as set out below)
* Provide regular strategic financial advice to members, including production and presentation of financial reports
* Plan and co-ordinate the annual audit and preparation of annual accounts for members
* Lead and co-ordinate the annual budgeting process including project budgets
* Work with the finance manager to prepare monthly management accounts and quarterly financial reports
* Work with the finance manager to prepare monthly cash flow forecasts for the financial year
* Consult with service managers to help determine service budgets and address discrepancies
* Support the induction of service managers to ensure compliance and understanding of financial policies and procedures
* Liaise with staff across member organisations and provide training as necessary
* Support the preparation of tenders via timely project budget preparation
* Work with the finance manager to provide financial information and reports for members’ funders
* Provide leadership and oversight of the development of business cases and projects for other corporate functions for example HR, IT, administration and risk management, ensuring that such services meet legislative requirements and organisational needs both strategic and operational including through procurement when appropriate
* In discussion with the Board, and in line with the company’s objectives, to pursue new opportunities to increase the range of services available to older people within Yorkshire and Humber, and to develop a commercial portfolio

## Age UK is an Equal Opportunities employer

**All staff have a collective responsibility towards the effective running of Age UK. As such, new tasks and duties may develop in the light of experience, which may be allocated where reasonable, after discussion with post holder.**

## Personal Duties:

* At all times to work in a manner that promotes dignity, respect and independence for older people and the values of Age UK
* To work within Age UK Policies and Procedures including Health & Safety, Confidentiality and Equality & Diversity
* To be familiar and act within staff responsibilities in line with Policies and Procedures relating to Abuse and Whistle Blowing
* To engage in regular supervision and annual appraisal with the Chair of the Board agreeing on suitable objectives and performance standards
* To identify and prioritise personal development needs and agree with the board how these should best be met to ensure commercial objectives are achieved
* At such times as required take on other appropriate responsibilities

**Person Specification – Finance Director**

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| **Requirements:** | **Essential:** | **Desirable:** | **How evidenced:** |
| **Education and Qualifications:** | Relevant professional qualification (ACCA, ACA, CIMA etc)  | Additional management qualification | Application Form Qualification Certificates |
| **Experience and Knowledge:** | Demonstrable record of achievement in a similar role in a charitable, social enterprise, CIC or public sector organisation,  | Understanding of working with older people and the health and social care landscape and funding environment. | Application form/Interview |
| Experience of the preparation and submission annual accounts in SORP format | Experience of leading an organisation and working with a Board of Directors, and stakeholders |
| An up to date knowledge of relevant charity and financial legislation, accounting conventions and best practice |  |
| Knowledge and understanding of payroll and its related processes |  |
| Knowledge of and experience of accounting software packages  | Previous experience of Microsoft Dynamics finance system and Sage online payroll |
| Experience of developing policies, procedures and systems and ensuring their successful implementation |  | Application form/Interview |
| Experience of setting standards, targets and objectives to meet the organisation’s aims and managing performance of individuals and teams | Project management qualification |
| **Skills and abilities:** | Accountancy and financial management skills |  | Application form/Interview |
| Excellent numerical, analytical and strategic skills |  |
| Ability to have fine attention to detail and see the bigger picture |  |
| Excellent interpersonal skills tailored for a diverse range of audiences |  |
| Ability to communicate effectively at all levels and to represent and promote the finance function and its policies |  |
| Ability to operate flexibly to manage a varied and high workload with conflicting priorities |  |
| Skill, ability and willingness to step in and cover day to day work if required to do so |  |
| Ability to self-manage, mentor and lead others in a way that nurtures talent, inspires confidence and encourages innovation |  |
| **Values:** | Be in tune with our vision, mission and values as well as our drive to promote equality, diversity and inclusion |  | Application form/Interview |
| Commitment to working in a manner that promotes an effective, open and honest culture throughout the team |  |
| Ability to gain trust and influence and to drive effective organisational change |  |
| Commitment to working in a manner which promotes the independence, dignity and choice of both members and their service users |  |
| **Other:** | Ability to travel - T*he post will be required to work from a variety of venues, including at home and member sites* |  | Application form |