

Job Title: Director of Finance and Corporate Services	Responsible to: Chief Executive Officer	Responsible for: Finance and Corporate Services Officer, Executive Office Manager, outsourced accounting service and outsourced IT provider
Location: London	Salary: £55,000 to £65,000 depending on experience	Term: Permanent

Department Purpose:

To provide high-quality corporate services across finance, human resources, IT, governance and administration that enable the Foundation to operate efficiently and deliver impact for women entrepreneurs.

Job Purpose:

To lead the Foundation's corporate services functions and ensure the Foundation has the systems and processes in place to run effectively, efficiently and in compliance with all applicable legislation.

KEY RESPONSIBILITIES:

Leadership, Strategy and Planning:

- As a member of the Senior Leadership Team (SLT), play a key role in leading and setting the strategic direction for the Foundation's work
- Set the strategic direction for the Foundation's finance, human resources, IT and administration functions, ensuring that these are fit for purpose and reflect developments within the wider sector and changes in the regulatory environment
- Develop organisational development plans to ensure the organisation has the culture, governance, people, processes, technology and finance it needs to deliver impact for women entrepreneurs
- Work with the SLT to develop and manage a performance framework to deliver the organisational three year strategy, ensuring annual plans for departments, teams and individuals track back to the strategy
- Lead the process to develop the Foundation's annual plan and budget
- Lead the development of the Foundation's plans across Corporate Services, with input from other teams
- Develop review mechanisms for the Foundation to track progress against plans on a quarterly basis, working with other members of the SLT to update key performance indicators accordingly

Financial Management and Reporting

- Manage and oversee all finance related functions including the outsourced finance provider, ensuring that the Foundation has effective and efficient controls, transaction processing and financial management reporting
- Take responsibility for the preparation of statutory accounts, audit and tax requirements of the Foundation including annual corporation tax return to HMRC, VAT returns and all other legal reporting and compliance needs
- Lead on the development and production of financial management reports for the board, Senior Leadership Team (SLT) and donor reporting
- Lead, design and manage the annual budget process along with ongoing monitoring of the budget and financial position of the organisation in coordination with Senior Leadership Team members – providing regular reports of actuals against budgets. This will include regular reforecasting.
- Provide oversight on the tracking of commitments from funders, funding gaps and the balance between restricted and unrestricted funds, and on the implementation and review of the Foundation's reserves policy.
- Lead on treasury management including foreign exchange and cashflow, and maintain banking, payroll, and bookkeeping services
- Ensure effective relationship management with auditors, landlord and all other key suppliers.
- Manage due diligence investigations and documentation associated with contracts along with overseeing compliance with contract and donor reporting

- Lead on financial due diligence assessments of new partner organisations.
- Lead work to implement new or adjusted ways of working, work flows to improve efficiency and effectiveness of the organisation financial processes.

Human Resources

- Set the strategic direction of the Foundation's approach to human resources, ensuring appropriate policies and procedures in place as well leading efforts to foster a positive, enabling and collaborative culture
- Lead on the delivery of key organisational human resource activities, including oversight of recruitment, pay and benefits strategies, employee relations and engagement
- Develop and maintain the Foundation's employee handbook
- Contribute to long-term goals around people development including succession planning, managing the staff appraisal process and feedback mechanisms.
- Oversee the Executive Officer Manager in maintaining employee HR records, preparing contracts and offer letters, taking forward selected recruitment processes and other HR tasks as required
- Role model the Foundation's values, taking all possible steps to ensure a safe and pleasant working environment for staff and promoting equal opportunities through anti-discriminatory practice

Governance, Risk Management and Compliance

- Act as Company Secretary, record minutes of board meetings and ensure the Foundation meets its statutory reporting requirements with Companies House and the Charity Commission
- Report to the audit and risk committee as required
- Ensure the Foundation has appropriate policies, processes and controls in place to operate effectively and in compliance with all regulatory requirements
- Take responsibility for identifying gaps in policies and procedures and addressing these in consultation with the CEO and Senior Leadership Team
- Hold overall responsibility for risk management and compliance, working with the SLT and other managers, and oversee the Foundation's risk register, taking appropriate steps to protect the Foundation from risk
- Responsible for contract oversight, approval and compliance - obtain trustee approval of contracts where delegated authorities require
- Manage insurance policies, renewals and any claims

Information Technology and Administration

- Provide oversight of the organisation's IT needs and ensure appropriate budget in place to resource these
- Work across the organisation to develop IT plans and strategies to ensure compliance with relevant legislation, ensuring systems are appropriate and in line with organisational needs.
- Oversee the Foundation's outsourced IT service providers for cloud computing and technical support, and ensure outsourced providers deliver against Service Level Agreements
- Support the Executive Office Manager and Finance and Corporate Services Officer to provide day-to-day management and troubleshooting of IT services internally
- Keep up to date with the most recent technologies and advice on new technological solutions and their implementation to meet business and systems requirements.
- Negotiate with suppliers of hardware and software to get the best deals, including external support if deemed necessary.
- Manage the space requirements of the Foundation maintaining good relations with the landlord and leading on any negotiating as required.
- Oversight of the smooth running of the London office.

Team management and staff development

- Provide overall leadership and management to the Corporate Services department, including the direct line management of two staff members (Finance and Corporate Services Officer, Executive Office Manager)
- Build a positive, entrepreneurial and collaborative culture for the Corporate Services Department. Play a key role as a senior leader to shape this culture within the wider organisation.

- Ensure the appropriate management of staff within the Corporate Services department, setting work plans, carrying out performance reviews and regular one to ones, and ensuring sufficient support in their professional development. Helping to recruit, train and induct staff as needed.
- Role model the Foundation's values in your management style and interaction with staff

Senior Leadership Team accountabilities

- Play an active part in the SLT and contribute to collective responsibility for areas including the Foundation's culture, impact and compliance
- Discuss and develop approaches to tackle key strategic issues and opportunities at SLT level
- Provide supportive and consistent line management to teams, fostering learning and development of staff
- Ensure the board of trustees are kept up to date of the Foundation's programme activities through regular and accurate updates
- Work to protect and enhance the reputation of the Foundation, seeking opportunities to expand and promote awareness of the Foundation's work.
- Undertake duties and/or responsibilities in connection with the leadership and management of the Foundation as directed from time to time by the Chief Executive

This job description is not an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

Essential Criteria:

- Qualified accountant with demonstrable senior level experience within the charity sector
- Significant executive level financial and corporate services management experience
- Ability to lead and build a department
- Excellent financial technical skills combined with good Excel skills and the ability to cover all aspects of the organisation's financial management needs
- Experience working in a board-facing role and proven ability to summarise complex organisational information in a way that highlights key issues and risks for a board audience
- Strong experience of risk management and mitigation, and a good working knowledge of the regulatory environment for UK-registered charities working internationally
- Experience in human resource oversight, policy development and implementation.
- Proven ability to develop organisational level budgets and plans and the systems to monitor and manage progress against them
- Commitment to excellence with an exceptional work ethic, strong organisational skills and a can-do attitude
- Experience negotiating and influencing at strategic level
- Excellent interpersonal skills to build strong relationships internally and externally
- Comfortable delivering multiple activities under pressure to strict deadlines and high level precision.
- Strong critical thinking skills, ability to problem solve and resourcefulness
- Strong commitment to the Foundation's visions, mission, values and goals with a passion for women's economic empowerment
- Willingness to work as part of a team, promoting inclusivity and shared ways of working
- Willingness to be hands on where it's needed in whatever context
- Self-starter with ability to hit the ground running
- Fast learner, able to absorb and assess detailed information quickly and make decisions

Desirable

- Previous experience of overseeing facilities, IT, and developing digital and technology strategy
- Experience working in a low and/or middle income country or an international organisation managing contracts, partners and suppliers overseas
- Knowledge and experience of different business models to deliver social impact, including social enterprise, licensing and commercial options

- Experience working with statutory and institutional donors and knowledge of the related issues reporting, compliance and contract management issues
- Experience of managing outsourced finance functions, and/or other outsourced service providers