

Job Description

Job title: Finance Director
Hours: Full time (35 hours per week)
Contract: Permanent
Reporting to: CEO
Salary: £48,000 - £58,000 depending on experience

We are looking for a Finance Director to join our leadership team and maintain an overview of our financial affairs, ensure our financial viability and actively contribute to overall strategic planning and governance so we can continue to deliver for children and young people in London.

About Us:

A New Direction is an award-winning non-profit organisation working to enhance the capacity and agency of children and young people in London to own their creativity, shape culture, and achieve their creative potential.

We do this by working with a diverse range of partners, making connections, sharing practice, influencing change, improving the ecology that surrounds children and young people, and by providing real and transformative opportunities - from childhood, through school years and into employment.

We're a small, tight knit organisation who pride ourselves on our open and supportive working culture. We aim to provide a positive and welcoming working environment where all staff can bring their whole selves to work. A New Direction is committed to equal opportunities and values diversity in its workforce. Our finance team oversee all financial systems and controls, reporting and liaising with staff, funders and external partners.

You can find out more about our employee benefits here:

<https://www.anewdirection.org.uk/about-us/employee-benefits>

Our Values

Our values are embedded in how we work with young people, partners, funders and as a team. They are:



Equity



Connectivity



Trust & Respect



Creative Culture



Kindness

Find out more about our values here: <http://www.anewdirection.org.uk/values>

About the Role:

The Finance Director is a key member of our leadership team, working closely with our CEO, Director of Employment and Skills and Director of Education, Culture and Place, to ensure A New Direction is effective and able to have the greatest impact in working towards our mission and values.,

The key focus of this role is to contribute to A New Direction's strategic planning and maintain an overview of the organisation's financial affairs, ensuring its financial viability including investments and audit activities. You should have in-depth knowledge of risk management methods and the ability to create forecasting models.

Key Responsibilities:

Financial Management

- Lead and be responsible for A New Direction's financial management strategy and guide financial decision-making which enables us to work towards our strategic aims, vision and mission.
- Lead our team to deliver on all aspects of effective financial management, including financial planning, annual budgeting, cashflow, financial assets and financial controls, ensuring all staff are aware of their responsibilities and providing high-quality management information to inform decision-making.
- Ensure that all legal, taxation, statutory and contractual responsibilities are delivered to a high standard, including coordinating and leading on the annual audit process
- Oversee and lead on the annual budgeting and planning process, and monitor progress and changes, in conjunction with the CEO, Directors and Board of Trustees. Keep our senior leadership team and Board abreast of the organisation's financial status.
- Oversee all financial, project/program and grants accounting and ensure clear and accurate financial communication of the financial position to all relevant stakeholders.
- Manage and oversee a robust contracts management and financial management and reporting system
- Ensure that accessible accounting services and information are provided regularly to support your colleagues in planning and controlling their services.

Leadership and Governance

- Work closely with the CEO, Directors and Board of Trustees, participating as an integral member of the senior leadership team and actively contributing to the organisation's strategic planning
- Ensure appropriate governance systems and controls are in place and ensure completion and filing of reporting to the relevant statutory bodies

- Ensure compliance with company law, charity law and other legal requirements in respect of premises and stationery
- Act as the key contact with our Treasurer and trustees on our Finance, HR and Development Subcommittee, including managing subcommittee agendas and acting as the leading interface between the leadership team and our Board on financial matters.
- Oversee and lead on the organisation annual risk register
- Ensure the financial, administrative, and contractual aspects of negotiations of all existing and new work, and ensure that consistent, effective contracting arrangements are maintained.
- Working collaboratively and flexibly to with colleagues across the organisation to meet work demands and support the team.

People Management and Development

- Directly line manage the Finance Manager and Facilities and Resources Manager
- Provide leadership and direction to the finance team and managers across the organisation regarding financial procedures, planning and budgeting.
- Oversee training and development of finance staff and ensure appropriate induction into financial procedures for all members of staff.
- Engage with line management, supervision and appraisal process.
- Ensure A New Direction's policies and procedures are adhered to.
- Take responsibility for personal learning and development with support from line manager.

Information Systems, Facilities, Legal and HR

- Direct the management and maintenance of office facilities to maximise their usage and return on investment, and to protect and insure the charity's assets
- Maintain health and safety and risk awareness for self and others across the organisation.
- Devise and direct effective strategies and plans for the development and delivery of IT and management information systems and support, to meet the charity's changing needs.
- When necessary, liaise with external legal support and HR consultants to provide expertise and guidance
- Ensure all work is undertaken in accordance with child and adult safeguarding guidelines and policies

General Responsibilities

- Work in a manner that facilitates equal opportunities and inclusion for all.
- Always remain professional and respectful, promoting positive relations with all those we encounter in our work.
- Other such relevant or related duties which may be required from time to time

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities.

The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, the needs of the organisation and always following consultation with the post holder.

Person specification

We aim to provide a positive, welcoming and supportive working environment where all staff can bring their whole selves to work.

A New Direction is committed to equal opportunities and values diversity in its workforce.

We welcome applications from people who have transferable skills and/or do not meet every skill requirement as we know women and other under-represented groups are less likely to apply for a role if they are not 100% qualified.

We are looking for someone with the following skills, experience and approach:

Skills

| Essential | Desirable |
|--|--|
| <ul style="list-style-type: none"> • CCAB accountancy qualification/ business degree or extensive experience of leading business, operational and finance development at a strategic level • Highly numerate • Strong strategic thinker • Excellent communication skills in oral, written and visual communications • Ability to communicate effectively in a range of different settings and to act as an effective ambassador for the organisation • Skills in using a range of software packages, Microsoft Office (Word, Excel, PowerPoint), Access Dimensions, Sage line 50 | <ul style="list-style-type: none"> • Knowledge of Charities, Social Enterprises, Community Interest Companies, or trading subsidiaries of charities • Knowledge of statutory requirements related to finance, HR, and health and safety • Knowledge of the statutory education system including Children's Services and Children's Trusts, and the role of the arts, creativity and culture within schools particularly • Excellent networking skills and ability to build and develop long lasting relationships with partners and potential partners • Ability to resource and target potential new sources of income |

Experience

| Essential | Desirable |
|--|---|
| <ul style="list-style-type: none"> • Experience of technical accounting including knowledge of statutory accounts preparation • Experience of evaluating complex financial and business information and producing recommendations • Exceptional experience of strategic responsibility and authority in a complex financial environment | <ul style="list-style-type: none"> • Experience of leading the operations of an organisation at a senior level |

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|---|--|
| <ul style="list-style-type: none"> • Proven strategic business planning experience • Experience of leading and managing teams of staff and contractors • Experience of Company Secretarial requirements (statutory Company House and Charity Commission registration and reporting duties) | |
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Approach

- Displays a strong empathy with the values and vision of A New Direction
- Is committed to working in an environment which values and celebrates diversity
- Displays a commitment to Continuing Professional Development (CPD)
- Is able to prioritise a varied and complex workload and work to deadlines
- Has excellent leadership skills
- Shows astute critical analysis
- Is tactful, calm and sensitive
- Is outcomes orientated, solutions focused
- Has a high degree of integrity

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A New Direction is committed to implementing safeguarding through safer recruitment. All our roles require the successful candidate to complete a Disclosure and Barring Check, the receipt of satisfactory references and be eligible to work in the UK.

Special Conditions

It is likely that on occasions there will be a requirement for this role to work unsocial hours including evenings and weekends. We operate a TOIL (time off in lieu) system.

All A New Direction staff are currently working part of their hours from home, and we offer support to ensure that all members of our team have a safe home working environment. We have two great spaces: one in Worship Street near Moorgate and Liverpool Street stations, the other at the Good Growth Hub in Hackney Wick. As we integrate back to working more regularly in our offices from April 2022, this role will likely work between both sites with continued flexibility to work from home.