

Business and Finance Director

Job Purpose and Summary

- To provide strategic financial leadership through strategic planning and robust reporting to ensure financial sustainability and facilitate growth of the organisation in order to maximise impact, in line with charitable objectives.
- To act as company secretary and provide oversight of IT.

Responsible to	CEO
Direct Reports	2-4 x Finance admin and 1 x IT
Location	Remote, with minimum one day per week in office with team (location flexible)
Hours	Flexible (as required to do job effectively).
% FTE	0.8 to 1.0 FTE
FTE salary range	Senior Leadership Team Scale (£55-65k per annum)
Scope	Across Bild Group (Bild, Bild Association of Certified Training and Restraint Reduction Network)

Key Responsibilities and Accountabilities

Responsible for:

- Financial oversight and leadership.
- Providing robust financial information to inform and improve operational management and decision making to further the charities' objectives.
- Ensuring financial sustainability of the charity and facilitate growth and development to further charitable aims.
- Ensuring appropriate financial probity and controls in place.
- Financial planning including budgeting and forecasting.
- Financial reporting including monthly management accounts so that Directors and Trustees understand the financial health of the organisation.
- Financial compliance including with HMRC and Charity Commission.
- Facilitating Finance Sub Committee of the board, in coordination with Treasurer.
- Support Chair of Finance Sub Committee in providing assurance to the Trustees in relation to financial strategy, performance and financial sustainability.
- Effectively management of financial risks as part of organisational approach to risk management.
- Appraising the financial viability of plans, proposals, and feasibility studies.
- Monitoring and reporting on the financial health of the organisation.

- Oversight of and being responsible for the preparation and submission of all statutory financial accounts and returns.
- Ensuring effective Payroll function and Pension scheme.
- Effective procurement procedures to ensure services are best value for money.
- Ensuring effective financial audit.
- Maintaining positive and healthy cash position.
- Leading, with support from CEO, on commercial decisions including pricing.
- Identifying efficiencies to ensure the lean operation of the organisation.
- Timely completion of all Statutory returns.

Business:

- Act as Company Secretary supporting trustees to ensure all legal and statutory compliance with Charitable Articles and Charity Commission requirements.
- Oversight and continuous improvement of IT (and data) systems (with support from out-sourced IT support) to ensure efficient and effective workflow across the organisation.
- As business manager, lead on risk management and KPI dashboard reporting to trustees and Finance Sub Committee.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Qualified accountant (CCAB/CIMA/ACCA) (essential)
Experience	<ul style="list-style-type: none"> • At least 5 years' experience as an accountant (essential) • At least 3 years' senior leadership experience (essential) • At least 3 years' experience managing a staff team (essential) • At least 3 years' experience in registered charity OR health and social care (essential) • At least 2 years' experience of working at Board level (desirable) • Significant experience of both accounting and financial management environment.
Competencies	<ul style="list-style-type: none"> • Proven ability to present financial information in accessible format. • Proven ability to think and plan strategically and commercially. • Proven ability to interpret financial reports and advise on any appropriate action required. • Ability to communicate financial information clearly and accurately. • Proven track record of facilitating growth and development. • Proven track record of facilitating continuous improvement. • Proven track record of successfully implementing new IT systems.

	<ul style="list-style-type: none"> • Good understanding of IT systems including AccountsIQ (or equivalent finance systems) and Salesforce (or equivalent CRM system). • Positive and solution focused thinking. • High integrity and openness combined with commitment to good governance. • Proven ability to develop positive relationships across the organisation and with external partners. • Proven track record of effective collaborative and partnership working with CEO / Treasurer. • Track record of effective leadership skills including as acting as a role model within an organisation, promoting positive culture and living the organisational values. • A commitment to human rights and inclusion of people with disabilities. • Demonstrate values congruent to Bild values.
Further information	<ul style="list-style-type: none"> • All staff at Bild are required to treat sensitive material confidentially and comply with data protection legislation. • All staff working at Bild are required to read and comply with required policies, including health and safety policy. • Job descriptions may be reviewed after 6-month probation and at annual performance review.

Equal Opportunities

Bild strives to be an equal opportunities employer. In working towards this aim no employee, or job applicant will receive less favourable treatment on the grounds of their role, gender, age, disability, race, nationality, ethnic or national origin, colour, sexual orientation, domestic circumstances, social and employment status, gender reassignment, privately held political opinion, trade union membership, religious or similar philosophical belief, or disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Bild is committed to ensuring all employees have fair and non-discriminatory systems for recruiting or accessing training to enhance the development or promotion of staff.