

Job Specification

# Finance Director

Fixed-Term Contract



Stevenage



## **We help people find a way forward**

We can all face problems that seem complicated or intimidating. At Citizens Advice we believe no one should have to face these problems without good quality, independent advice.

That's why we're here: to give people the knowledge and the confidence they need to find their way forward - whoever they are, and whatever their problem.

## **Why Citizens Advice?**

### **We're local and we're national.**

Citizens Advice is a Network made up of 4 national offices and 265 independent local Citizens Advice services across England and Wales.

### **We're here for everyone.**

Our advice helps people solve problems and our advocacy helps fix problems in society. Whatever the problem, we won't turn people away.

### **We're listened to and respected.**

We make a difference. Our trusted brand and the quality of our research mean we make a real impact on behalf of the people who rely on us.



## About the role

- > **Job Title:** Finance Director
- > **Location:** Head office in Stevenage with flexibility to work from home
- > **Hours per week:** Part-time, 22.5 hours/3 days per week [flexible]
- > **Type of Contract:** Fixed-Term for 6 - 9 months
- > **Job level and salary:** Senior, Pro-rata £50,000-53,000 [FTE]
- > **Holidays:** 27 plus bank holidays [pro-rata]
- > **Reporting to:** Chief Executive Officer and Board of Trustees
- > **Direct Reports:** Yes, Finance Consultant

This is a new fixed-term role in-line with the 'Fit for the Future Strategy' for 2024/2025 onwards. This role will help us make the right financial decisions, forecast and improve internal controls to allow us to navigate the challenging financial landscape that charities face at this time, and maximise the support that Citizens Advice Stevenage can provide to the people we help.

## Duties & Responsibilities

### > *Strategic Management & Leadership*

- To be an active member of the Leadership Team in order to contribute fully to strategy development and deliver the organisation's vision.
- To ensure that the organisation maximises its financial performance across its broad range of activities including long term financial planning, capitalising on CAS's strengths to make a significant impact on the quality of service provided.
- To work effectively with all people, developing productive relationships with colleagues, volunteers, chairs and the Board of Trustees, alongside the CEO as your direct reporting line.
- To prepare reports and financial information/analysis for the Board of Trustees and other planning needs as requested.
- To lead and manage the organisation's annual budgeting process and procedure
- To represent the organisation as required.
- To lead on key organisational projects, as required. Initially, this would include participation in the business strategy with senior management, chairs and board members.

### > *People*

- To provide leadership, direction and coordinate the work of the Finance Consultant.
- Keep the CEO updated with progress and challenges.

### > *Quality Management*

- To manage and lead the Finance functions within the organisation, ensuring that they deliver against the Strategic Plan.
- To manage the Finance functions with a high level of funder and beneficiary focus.
- To drive a high quality and performing culture, responsive to the Board of Trustees' needs.
- To embed effective systems and procedures.
- To ensure efficient and effective Financial Management Reporting systems are in place.

### > *Specific Responsibilities*

- To co-ordinate the proactive and timely dissemination of high-quality financial information to services, the CEO, and Board such as annual budgets, monthly management accounts, cash flow analysis, financial forecasting and monthly business performance figures.
- To ensure that the organisation has in place, robust and compliant financial systems and procedures; and that these are complied with by all budget holders, ensuring that any oversights are fully investigated and reported upwards as necessary.
- To lead on the preparation of statutory accounts, provide year end accounts, provide appropriate support and assistance to the organisation's auditors and delivery of recommendations arising from the Audit process.
- To ensure that all statutory returns are complete in a timely and effective manner, including those in relation to VAT, PAYE, NIC and SSP, and that appropriate compliance dates are met for the Charities Commission and Companies House.
- Oversee the transactions, activities and processes of the external payroll provider.
- To monitor and advise on current and future tax legislation, with a view to optimisation.
- To support service managers in the preparation of bids and contract negotiations and provide financial activity analysis and reports in line with specific project reporting requirements.
- To monitor, report and make recommendations regarding the Investment and Reserves Policy to the Board.
- To lead on the Risk Management process, advising the CEO and managers on risk matters, and reviewing the risk register on a regular basis, reporting to the Board of Trustees.
- To check, amend and monitor the Financial Procedures Manual; reporting material breaches to the CEO and Board of Trustees, as required/in-line with governance.
- Working with the senior leadership team monitoring and updating Insurance matters as required, reporting to the CEO and Board of Trustees.

- To oversee the payroll function to ensure employees are paid in an accurate and timely manner.
- To monitor and control creditors and debtors, ensuring invoices are paid on time and the risk of bad debts is minimised.
- Funding strategy: Support the CEO and board to regularly review the sustainability of its income sources and their impact on achieving charitable purposes in the short, medium and longer term.
- Prepare the funding strategy that should go beyond immediate budgetary considerations and look at the wider funding landscape. The organisation needs to understand potential emerging opportunities and the organisation's readiness to pursue them.

### > *General*

- Adhere to all the organisation's policies and procedures including e.g. health and safety, GDPR, money laundering and data protection.
- To comply with all relevant legislation.
- Participate in the organisation's appraisal and supervision process and be willing to undertake training required for the role.
- To support the work of the CEO and Senior Management Team, where necessary, in the event of sickness, holiday or other exceptional circumstances.
- To portray a positive image of the organisation both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.
- To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

## **Person Specification**

- ACA/ACCA/CIMA Qualified, CPE up to date.
- Financial management, including management accounts and reporting
- Confident IT skills; confident using Microsoft Office applications, especially Excel
- Experience designing and introducing new financial processes, procedures and reports
- Working knowledge of QuickBooks software [advantageous]
- Experience working with a Board of Trustees [advantageous]
- Understanding of Charity Commission and Companies House reporting requirements
- Project and/or professional services experience
- Understanding of Charity Law
- Experience of working in the not-for-profit sector
- Understanding and experience using the Charity Governance Code
- Experience in working with Charity SORP
- Legal experience – as so far as they can scrutinise and review basic contracts and their revenue recognition requirements and VAT implications
- Strategic and forecasting experience

## **Guidance notes for applicants**

### **Equal Opportunities**

We are an equal opportunity employer. Please let us know if you require any adjustments to be made to the application process or if you have any requirements (e.g. for attending an interview). Note these clearly in your letter. Please be assured that we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process.

### **Entitlement to work in the UK**

A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made. Please note that Citizens Advice Stevenage does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.

### **References**

All job offers are subject to the receipt of two satisfactory references: One should be from your current or most recent employer or line manager (if you are employed through an agency), or your course tutor if you have just left full time education. Both referees should be able to comment on your suitability for the role. References will only be taken up for successful candidates following the interview.

### **Criminal convictions**

Anyone who applies to work within Citizens Advice Stevenage will be asked to disclose details of unspent convictions during the recruitment process.

Having a criminal record will not necessarily bar you from working for Citizens Advice Stevenage – much will depend on the type of job you have applied for and the background and circumstances of your offence. However, we are not able to employ anyone with a conviction for a sexual offence against a child or vulnerable adult, regardless of when the offence took place. All other convictions will be considered on an individual basis.

Disclosure and Barring Service (DBS) disclosures are only requested where proportionate and relevant to the post concerned. If the post for which you are applying for requires a DBS disclosure, this will be noted in the application pack.

## Health and Safety

It will be the duty of every employee while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**To apply for the vacancy, please email a covering letter and your cv to:**

[Charlotte.bw@castevenage.org.uk](mailto:Charlotte.bw@castevenage.org.uk)

[www.castevenage.org.uk](http://www.castevenage.org.uk)

Registered charity number 1077414

Company number 03836105



**citizens  
advice**