**Job Description**

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| **Summary** | |
| Job Title | Director of Finance and Administration |
| Department | Finance |
| Location | Manchester |
| Job Type | Full time |
| Reporting To | Chief Operating Officer |
| Direct Reports | 3 |
| Job Purpose | To ensure effective strategic and operational financial planning, monitoring and reporting to enhance the decision-making process of Hope for Justice and to ensure all subsidiary and affiliate companies and organisations comply with all statutory and external requirements and regulations. As a senior officer in the organisation, the Director of Finance and Administration will be a key player in managing both financial and administrative services.  To manage the finance team to ensure work is processed and completed efficiently and accurately |
| **Duties & Responsibilities** | |
| **Key responsibilities:**   * Contribute to strategic planning and financial management * Take the lead on financial accounting and reporting * Oversee investment and disbursements * Regular management reporting * 3 year planning, budgeting/forecasting * Ad hoc analysis for Executives and Trustees * Develop and maintain financial systems, procedures and internal controls * Ensure legal compliance   **Main duties:**   * Plan and co-ordinate the annual audit and prepare annual accounts for all entities * Prepare annual consolidated UK group accounts * Liaise with international auditors as necessary to produce audited accounts and financial returns * Collate and co-ordinate annual budgets * Prepare monthly management accounts and quarterly financial reports * Prepare quarterly cash flow forecasts for the financial year * Prepare and complete Annual Returns for relevant charities regulators * Monitor and manage internal financial controls * Authorise purchase orders and invoices in line with current policy limits * Manage contracted services and Service Level Agreements * Safeguard Hope for Justice’s charitable status through a comprehensive knowledge of relevant law, guidance and best practice in relation to the Articles of Association/By Laws * Ensure compliance with administration and financial regulations in relation to charity, trust and company law and regulations as necessary * Liaise with external advisers – accountants, lawyers, and other advisers where appropriate * In conjunction with brokers, ensure that Hope for Justice carries appropriate insurance cover to protect its assets, and for all aspects of its operational activities * Prepare information for the Trustee meetings and committees as appropriate * Present and produce reports and financial information * Provide strategic direction to the Trustees re: long-term financial planning * Prepare 3 year Business Plan, 12 month budget and rolling 6 month review of the Business Plan * Prepare for, provide schedules for and liaise on external audits * To undertake other duties as required by the Chief Executive from time to time * To work flexibly with other members of the team * To maintain confidentiality at all times | |
| **Person Specification** | |
| Experience & Qualifications | |
| * ACA, ACCA or CIMA * Educated to degree level * At least 5 years relevant experience in an accountancy role, at least 3 of which should be in a supervisory or managerial role * Experience and knowledge of Charity accounting * Preparation of Final Accounts * Preparation of effective management reports | |
| Skills & Competencies | |
| * Effective Management Skills * Excellent communication skills both written and oral * Ability to handle complex issues * An up-to-date knowledge of relevant financial legislation, accounting conventions and best practice * Good interpersonal skills * Advanced knowledge of MS Office programmes * Knowledge of Sage Accounting systems an advantage | |

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| **Review** | |
| Date Completed | 2 February 2017 |
| Version Number | 1.0 |
| Approved By | Executive |