**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
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| **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
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| 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 |