

Role profile

Job Title:	Finance Director (Company Secretary)
Location:	Chilcomb, Winchester
Line Manager:	Chief Executive
Line Manager to:	3-5 direct reports

Purpose of role:

Oversee financial aspects of trust's strategy and health of the business. Create, implement and continuously improve the finance function to inform management decisions, ensuring the fiscal success/profitability of the business. Lead on the development of the (Financial) performance management strategy. Lead the development and management of the trust's risk strategy. Lead and develop the Finance and Resource team in line with the trust's business objectives and short-long term business cycles.

Main Responsibilities:

1. Overall control of the Trust's finance and accounting function.
2. Financial planning, reporting controls and working with senior management in pursuit of business growth.
3. Development of the short and long-term financial strategy, targets and budgets, securing approval from board.
4. Overall responsibility of all financial transactions, accounting and audit systems and submissions, ensuring that systems are robust, compliant and support current and future growth.
5. Policy development and management for cash, capital, debt, taxation, equity, disposals, investments and acquisitions.
6. Preparation and presentations of annual accounts.
7. Ensuring regulatory and statutory compliance across the trust's affairs.
8. Represent the trust in the role of Company Secretary.
9. Ensure accurate submission of Gift Aid and all company returns to HMRC/Companies House/relevant institutions.
10. Manage VAT submissions on a partial exemption basis. Review and manage the trust's cultural exemption VAT status Effective management of the investment accounts.
11. Model and advise management regarding financial factors and implications of growth or downturn scenarios.
12. Provide timely and accurate financial information to the board, sub committees and senior management together with requirements of external parties/institutions.
13. Manage the reporting and requirement with the founding Local Authorities.

14. Responsible for outsourced functions of payroll, pension and IT, and all the trust's insurance requirements.
15. Provide central administration/reception function for Chilcomb.

Other duties

- To undertake any other duties or projects commensurate with the nature and grade of this post as required by the organisation. The post holder must be willing to undertake duties outside normal working hours.

Corporate and statutory initiatives - equalities/health and safety/environmental sustainability

- Maintain an awareness of and comply with Hampshire Cultural Trust policies and apply them to the day-to-day operation to ensure its legal and statutory obligations are met.
- Comply with health and safety, equalities and environmental sustainability guidance and working practices.
- Undertake appropriate training and development.

Key competencies of role:

- 1.1 Deciding and Initiating Action
- 3.3 Presenting and Communicating Information
- 4.1 Writing and Reporting
- 4.3 Analysing
- 5.3 Formulating Strategies and Concepts
- 6.1 Planning and Organising

Person Specification (competence requirement):

1. Essential qualifications

- Qualified accountant (ACA, ACCA, CIMA or equivalent)
- Educated to degree

2. Essential knowledge/skill/experience

- Significant post-qualification experience in commercial environment
- Ability to handle high levels of pressure and critical decision making, high integrity, openness and committed to good governance
- Demonstrated ability in financial planning and strategy
- Commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels
- Experience of leading, motivating managing and directing teams

- Experience of setting up operations and integrating new activities/change management
- Practically minded with a hands on approach
- Excellent IT skills, ahead of technology developments
- Strong analytic, problem-solving and communication (both written and verbal) skills

3. May also include development/desirable requirements – qualifications, skills, knowledge, experience

- Experience of the not for profit sector/charity accounting/grant management
- Master's degree in accounting, business, economics, finance or related field