



Issue Date: May 2024
Review Date: May 2025

Role: Finance Director
Responsible to: CEO
Salary range: £40,000 - £53,000 FTE

Location: Portsmouth
Direct Reports: 2
Hours: 24 – 32 hours per week

Job Description

Job Purpose:

1. To operate as a critical member of the organisation through the management of the finance function, effectively leading the management of day-to-day financial operations and ensuring the needs of internal and external stakeholders are met. This will be done through working as a true strategic partner within the charity, advising the CEO, the Executive Team and the Trustee Board on all financial matters supporting the charity in meeting its goals for growth and financial sustainability.
2. To undertake line management responsibilities for allocated members of the Finance Team (1 P/T Finance Administrator and 1 P/T Fundraiser) undertaking coaching, development, 1-2-1's and any day-to-day support that is required to ensure that finance colleagues are supported and developed appropriately.
3. To produce the annual budget ensuring that this incorporates the strategic aims of the Trustee Board and advising on financial sustainability of future plans.
4. To produce high quality monthly financial reporting, which is accurate, timely and meets the needs of other team members, the Exec and the Trustee Board. This will include preparation of a monthly financial report to the Trustees reporting on the financial position to date and explaining variances from budget.
5. To lead on the year-end audit and accounts closedown process through the collation and analysis of appropriate financial information and liaising with auditors to ensure agreed deadlines are met. This work will contribute to the production of best practice statutory reporting and provide internal and external stakeholders with assurances that the charity's finances are well managed.
6. To ensure compliance with internal policies and external regulations and legislation by monitoring controls and procedures and making recommendations to adapt to changing circumstances. This is to ensure that any risk associated with non-compliance is assessed,

rectified and managed appropriately moving forward in order to ensure that any impact to the charity is managed effectively. This will include acting as the company secretary ensuring compliance with charity and company law including timely updating of charity records.

7. Work proactively to identify areas to add value and deliver solutions through thinking creatively, communicating clearly and looking for improvements in support of the charity and its goals and improving organisational performance and outcomes for beneficiaries. This will include attendance at the Trustee Board meetings and delivering presentations on financial matters to the Board.
8. To manage personal and continuous professional development in order to maintain good knowledge of current best practice, and statutory regulations ensuring best levels of financial support are delivered at all times.
9. To proactively manage cash, banking activities, investments, and funding needs ensuring that the organisation's cash flow is accurately forecast and properly managed.
10. To be responsible for the monthly payroll process, liaising with external providers for payroll, pension contributions and other benefits. This will also include undertaking an annual salary benchmarking exercise and presenting the results and recommendations to the Board.
11. To manage the charity's income needs which will include the preparation of grant funding applications and subsequent grant reporting to a high standard. This will also include the recruitment and line management of a part-time Fundraiser.
12. Provide oversight to the charity's HR function, acting as first point of contact in all HR matters and utilising other members of the Castaway House team to deliver relevant activity. This will include but not be limited to internal HR enquiries and meetings, and the conduct of the recruitment, staff appraisal and probationary review processes.

Person Specification

Knowledge and Qualifications

Essential:

Qualified accountant (ACA, ACMA, ACCA, CIPFA)

Excel spreadsheet skills

Experience of budget preparation and preparing monthly management accounts

Clear understanding of risks relevant to the finance environment and controls required to mitigate risks

Good written and verbal communication skills

Strong leadership skills

You will have experience as a Finance Director / Manager, leadership and line-management experience and an understanding of charity accounting.

Desirable:

Experience of working in the Not For Profit sector and knowledge of the Charities SORP.

Knowledge of Sage accounting system

Experience of HR management

Personal Qualities

A committed Christian who subscribes to Aggie's Articles of Faith

Passionate, dedicated and committed to delivering a customer-focussed finance service.

Excellent communication skills to drive engagement with finance issues and manage change effectively.

Prioritise and deliver effectively with your values at the core of your decision making.

You will have excellent written and verbal skills and be able to communicate with all levels within the organisation.

Our Values

Inclusive - Aggie's treats all members of the Royal Navy (Including the Royal Marines and Royal Fleet Auxiliary) and their families with respect and dignity.

Safe and Welcoming - Aggie's provides a safe and welcoming, hospitable space: Aggie's listens; it does not judge; it is not part of the chain of command.

Motivated by the love of Jesus - Aggie's staff live out their faith by showing care and compassion for those of all faiths and none.

Other Information

The role offers hybrid working opportunities which can be discussed and explained during the recruitment process.