

JOB DESCRIPTION

Job Title:	Director of Finance and Funding
Salary:	£48,747 - £59,340 per annum pro rata
Hours:	28 hours/week (0.8 FTE)
Notice Period:	Three months
Based at:	Glasgow (City Centre)
Reports to:	Chief Executive Officer
Direct Reports:	Business Manager Funding Manager (Care Experienced Young People) Funding Manager (People Affected by Dementia)

Job Purpose

The Director of Finance and Funding will be a member of the Trust's Strategic Leadership Team. They will:

- help provide strategic leadership to the Trust as a whole;
- work closely with the CEO to oversee delivery of the Trust's refreshed Business Plan 2019-23;
- with Trustees and the CEO, oversee trust investment arrangements as appropriate;
- working with the CEO, oversee the Trust's finance and funding functions, establishing and maintaining effective procedures at all levels of the organisation;
- work with the Directors of Evidence and Influencing to establish new funding programmes and provide support and advice to the Trust's Funding Managers;
- ensure smooth processes between the Trust's funding and finance functions;
- effectively organise and communicate with the Trust's Finance and Operations Committee and contribute to the Trust's other Committees and Board; and
- with the Directors for Evidence and Influencing, prepare high quality papers and recommendations for consideration by the Trust's Programme Committees.

Key Responsibilities and Accountabilities

1. Leadership

- Work collaboratively with the other members of the Trust's Strategic Leadership Team to provide a clear sense of purpose and direction to the organisation as a whole.
- As a member of the Strategic Leadership Team, work collaboratively with the Trustees of the Life Changes Trust to build and maintain an overall sense of purpose and direction.
- Work closely with the CEO to oversee delivery of the Trust's refreshed Business Plan 2019-23.
- Work with the CEO to support effective risk management across the organisation.
- Demonstrate active commitment to the Trust's scheme of performance management and associated processes.

2. Finance

- Work with the CEO and other Directors to prepare and keep under review annual and cyclical budgets for the Trust and its programmes.
- With the CEO and other Directors, be accountable to Programme Committees, Finance and Operations Committee and the Board for annual budgets.
- Establish and maintain effective financial procedures.
- Oversee preparation of budgets and reforecasts, preparation of accurate monthly management accounts and other financial reports, and manage the annual audit process.
- Oversee tenders for business and finance related services.
- Oversee payroll and pension functions.

3. Funding

- In collaboration with Strategic Leadership Team colleagues, identify any need for further strategic funding programmes or other funding opportunities.
- Support the Directors for Evidence and Influencing and funding staff when preparing funding calls and tender exercises.
- Ensure that funding awards are made in a timely manner and that communication between finance and funding staff is excellent.

4. Governance

- In collaboration with the CEO, effectively organise and communicate with the Trust's Finance and Operations Committee and contribute to the Trust's other Committees and Board as required.
- Where required, support Directors of Evidence and Influencing to prepare high quality papers and recommendations for consideration by the Trust's Programme Committees.

5. Other

- Undertake other duties as required by the CEO.

PERSON SPECIFICATION

Education and Experience: Essential

- Accountancy qualification, e.g. ACCA/CIMA
- At least 5 years relevant and transferable experience in financial management
- Experience in funding management
- Experience of the third sector

Key Skills and Competencies: Essential

- Ability to deliver the Trust's aims, in line with the mission and values of the Life Changes Trust.
- Beneficiary/customer focused, with a willingness to develop a sound understanding of the needs of people with care experience or dementia and the needs of unpaid carers.
- Excellent leadership, people management and team working skills.
- Excellent written and oral communication skills.
- Excellent inter-personal, negotiation and influencing skills.
- Sound strategic planning skills, with ability to see and plan for the bigger and longer term picture.
- Reflective and analytical skills, with the ability to find, absorb and summarise information.
- Creativity, a positive "can-do" attitude and ability to anticipate problems and proactively suggest/find solutions.
- Sound organisational, planning and time management skills, including ability to prioritise and manage work load to meet deadlines.
- Ability to lead professional excellence, value for money and cost-effectiveness, learning and continuous improvement.
- Committee administration skills or an ability and willingness to develop these.

Other Skills and Competencies: Essential

- Flexibility and ability to adjust to change.
- Proficient computer literacy, including the ability to use MS office.
- Systematic attention to detail and accuracy.
- An understanding of and commitment to equal opportunities, non-discrimination and accessibility.
- Ability to protect the health and safety of self and colleagues.

Ends