

Director of Finance & Resourcing

The London Community Foundation

The London Community Foundation is dedicated to improving the lives of London's most disadvantaged. Child poverty, unemployment, isolation, homelessness, domestic violence and gang crime are just some of the issues we are tackling through our grant making. With the generosity and involvement of our donors, we have invested over £55 million into more than 11,500 charitable projects across the capital since we started in 1995. Last year alone, we made almost 1,000 grants touching the lives of over 100,000 Londoners.

Purpose of the role:

To provide a strategic operational lead for finance, IT systems, HR and office management aspects of the organisation. To be able to deliver project management on key issues which arise. To support the business planning and direction setting for The London Community Foundation. To provide inspirational leadership and strategic direction as part of a senior management team. The role will also act as Company Secretary.

Responsible to: Chief Executive

Responsible for: Finance & Operations Manager and Administrator

Key Outcomes:

Tasks & Responsibilities:

Leadership

- Work with the Senior Team and Trustees to ensure that effective leadership and strategic planning for the organisation is carried out and reviewed regularly.

Finance

- Ensure accurate management accounts are completed in a timely and consistent manner.
- Oversee monthly reconciliation of fund balances and control accounts by the Finance Manager and ensure processes are in place for all banking, payment and finance systems.
- Prepare the annual report and accounts, and prepare a full audit file to accompany accounts.
- Ensure the correct procedures for determining and implementing VAT application are in place and manage the timely submission of VAT returns and annual partial exemption adjustment.
- Oversee Gift Aid claims process.
- Manage the finance team, reviewing functions and staffing levels periodically to ensure the team is structured appropriately to meet organisational needs.

Treasury Management and Investment

- Review banking arrangements periodically, and maximise returns on cash balances.
- Arrange prompt investment of new endowment funds.
- Update investment values using quarterly investment reports and ensure income and adjustments are applied to appropriate endowment funds.

- Prepare annual total return adjustments for relevant endowments, and ensure capital is drawn down for grant making as needed for individual funds.

Providing financial support to the team

- Support the development team with financial input for new initiatives and fund proposals, and provide advice on tax efficient giving.
- Support grant making staff to help identify how much donors have available from their Fund to contribute to local projects.
- Prepare annual fund statements for all donor funds, detailing transactions for the year and funds available for grant making in the following year.
- Prepare adhoc information for donors and grant funders in the year.

Office Management

- Manage the sublet of part of the office space. Prepare quarterly invoices for rent and service charges, and supporting statements of costs to be shared.
- Supervise the Finance and Operations Manager and Administrator in the day-to-day management of the office environment and health and safety.
- Be the main contact with the Foundation's landlords, and take the lead in any property projects.
- Assess and replace equipment needs for the office and source new suppliers and equipment as required and in line with procurement policies.
- Review insurance needs regularly and renew policies with the broker annually.

IT & Business Systems

- Manage the outsourced IT support function. Assess and arrange the purchase of new assets with the IT support company.
- Manage the application of our accounting package (currently Sage 200), including review and reporting aspects.
- Work with other teams on the application of SharePoint as the main file server. Improve usage and efficiency.
- Work with the grants team on Salesforce to ensure the integrity of fund balance information and financial use.
- Create and regularly review an IT strategy for the organisation.

Business Planning and Budgeting

- Work with the CEO and other directors to develop annual budgets to accompany business plans involving relevant staff in the process.
- Prepare longer term budget projections in line with the strategic plan.
- Prepare and revise forecasts during the year. Investigate differences to budget.
- Manage the risk management register in liaison with the CEO to enable the effective oversight of strategic risks by the Board of Trustees.

HR

- Supervise the Finance and Operations Manager in managing day-to-day HR tasks including new roles, payroll issues and HR record keeping.
- Work with external HR advisors as the main point of contact on HR issues that need expert advice.
- Ensure the Foundation meets its obligations under auto enrolment, and manage the defined contribution scheme in liaison with the Foundation's pension advisors.

- Ensure policies are kept up to date across HR and the wider organisation.
- With the senior team, motivate and provide leadership to the team to ensure high standards are met.

Company Secretary / Governance

- Ensure compliance with charity and company legislation and advise the CEO and Board on statutory requirements
- Facilitate the Board Sub Committee for Audit, Risk and Investment, working with the Chair of the Committee as appropriate. Prepare papers for quarterly meetings, minute and take forward actions agreed.
- Liaise as required with appointed auditors to arrange the audit of annual accounts.

Person Specification:

With a primary focus on ensuring all finance management is effective and given strategic importance in planning you will also take the lead on developing new systems and processes. Your project management skills will support the organisation in dealing with new developments and activities. Your experience of managing and developing appropriate financial strategies will ensure the sustainability and impact of the charity on a long-term basis.

Essential

- A clear personal commitment and genuine interest in the work of The London Community Foundation.
- Relevant accounting qualification (ACCA or CIMA).
- Experience of leading a finance function within a charity setting, including the management of a small finance team.
- Significant experience of operating at a senior management level and as part of a senior management team within the charitable sector, including contributing to an organisation's strategic direction and working with a range of stakeholders.
- Ability to develop and sustain a culture of collaborative working and effective working relationships with internal and external stakeholders.
- Significant project management experience.
- Thorough understanding and experience of managing finance systems, accounting software and business systems and their effective use in a range of settings.
- A clear understanding of charity accounting, including Charity SORP, charity reporting requirements, donor reporting, Charities Act and the Charity Commission.
- Skilled at presenting and interpreting financial data for non-financial managers.
- Strong communication and interpersonal skills for communicating face-to-face, in writing and by telephone with individuals at all levels.
- Experience of operating in a pressurised environment with high levels of demand and potentially conflicting priorities.

Desirable

- Up to date knowledge of VAT and partial exemption.
- Experience of developing procedures and policies to facilitate the effective management of an organisation.
- An entrepreneurial or commercial mentality with a focus on raising the team's performance to reach the organisation's strategic targets.

Equality & Diversity

The London Community Foundation is committed to providing equal opportunities for all. Applications are welcomed from all sections of the community. Appointments are made on merit.