**BIRMINGHAM RATHBONE SOCIETY   
JOB SPECIFICATION**

JOB TITLE: DIRECTOR OF FINANCE, ADMINISTRATION & IT

LOCATION: BASED AT HEAD OFFICE

SALARY: GRADE E2 (currently £53458 - £60928 pa)

HOURS: 36.5 HOURS PER WEEK

RESPONSIBLE FOR: LEADERSHIP, MANAGEMENT AND IMPLEMENTATION OF FINANCIAL, ADMINISTRATIVE AND IT POLICIES, STRATEGY, SYSTEMS AND PROCESSES.

ADDITIONAL FUNCTION: COMPANY SECRETARY

RESPONSIBLE TO: CHIEF EXECUTIVE

1. JOB PURPOSE

1.1 The effective management of the organisation's finances and administration.

1.2 The effective management of the organisation’s IT infrastructure and IT support (IT support is contracted out to a private firm).

1.3 To provide financial support and advice to the Chief Executive, Senior Managers and Council of Management (Board of Trustees).

1.4 To direct financial, administrative and IT activities to ensure that the Organisation’s aims and objectives are met.

1.5 To ensure that all projects and service areas receive agreed and appropriately apportioned time and attention from the Finance Department to meet contractual requirements, including temporary and UKSPF funded projects.

**2. DUTIES AND RESPONSIBILITIES: DIRECTOR OF FINANCE, ADMINISTRATION & IT**

2.1 To direct the management of the organisation's financial resources to ensure that its aims and objectives are achieved.

2.2 To prepare management accounts, annual statutory accounts (ensuring compliance with the charity financial reporting standard SORP) and supporting documentation ready for audit and present financial reports to the Council of Management (the Trustee Board) and its sub committees, drawing attention to important points in a coherent and understandable way.

2.3 To develop and maintain financial systems and procedures ensuring that they respond to the changing needs of the organisation and comply with professional accounting standards, charity law, company law and other statutory requirements.

2.4 Implement robust internal control frameworks that safeguard organisational assets, ensure compliance with regulatory standards and mitigate financial risks.

2.5 Review and update finance and IT policies and procedures to meet the evolving needs of the organisation.

2.6 To develop and implement appropriate investment and reserves policies with the approval of the Council of Management.

2.7 To formulate and implement an Information Technology (IT) strategy and policy, keeping abreast of current and future practices in the field of management information systems (MIS).

2.8 To take the lead on Management of Risk across the organisation.

2.9 To provide and interpret regular and accurate financial performance information, to the Chief Executive, Senior Managers and Trustee Board and to advise on the financial implications of the organisation's operational and strategic plans.

2.10 To prepare and provide ad hoc financial information, advice and guidance as required e.g. in preparation of annual budgets, periodical revised forecasts, rent setting, funding bids, service modelling etc.

2.11 To complete all returns and claims ensuring that contractual and external reporting requirements are met.

2.12 To keep proper books of accounts.

2.13 To ensure that common financial and administrative procedures are followed across the organisation by setting standards and undertaking monitoring exercises.

2.14 To take the lead on Data Protection compliance across the organisation.

2.15 To arrange for comprehensive, appropriate corporate insurance cover for all appropriate risks across the organisation.

2.16 To meet the organisation's payroll, employee pension and auto-enrolment obligations.

2.17 To ensure all relevant tax obligations are met in a timely manner.

2.18 To provide IT support (including mobile phones and remote working) to all staff as required with recourse to external expertise as appropriate.

2.19 To arrange for external audit of the annual statutory accounts, to prepare of an audit file with relevant supporting schedules for the auditors, and ensure that the auditor’s recommendations are implemented.

2.20 To have the responsibility for equal opportunity reporting across the organisation to Senior Managers and Trustees.

2.21 To take responsibility for maintaining DBS (Disclosure and Barring Service) checks of staff and Trustees in accordance with the organisation’s policies.

2.22 To have the responsibility for oversight of the maintenance and security of all the organisation's premises.

2.23 To manage the Society's system of individual Performance Development Review as it applies to staff reporting to this post and to set and monitor achievable objectives in line with the organisation’s policies, business and strategic plans.

2.24 To participate in or if necessary chair appraisal, grading, recruitment, grievance and disciplinary panels as required.

2.25 To manage relationships with external bodies e.g. auditors, banks, funders, suppliers, Charity Commission, Companies House etc.

2.26 To represent the organisation externally when appropriate. To attend meetings and conferences as required and to keep the Chief Executive informed

2.27 To deputise for the Chief Executive when required.

2.28 To perform all other tasks as are reasonably commensurate with the post and status of the position.

3. DUTIES AND RESPONSIBILITIES: COMPANY SECRETARY

3.1 To ensure the smooth functioning of the Council of Management.

3.2 To ensure that Birmingham Rathbone complies with the requirements of company and charity law.

3.3 To prepare and circulate agendas and relevant papers for all Trustee and Members’ meetings in consultation with the Chair, Treasurer and Chief Executive as appropriate.

3.4 To ensure all Companies House and Charity Commission filings are complete, up to date and accurate, e.g. Annual Returns, Annual Report and Accounts, Trustees and Secretary information, charges, etc.

3.5 To ensure that accurate minutes are taken during and circulated after all Trustee and Members’ meetings as necessary.

3.6 To maintain accurate and up to date registers of members and directors including any conflicts of interest.

3.7 To be available to the Chair of the Council of Management to consult between meetings.

3.8 To undertake any reasonable other duties at the request of the Chair, Treasurer, Chief Executive or other Senior Manager.

3.9 To support the Chief Executive in onboarding and induction of new trustees and ensure Companies House and Charities Commission information are kept up to date at all times.

**4 SUPERVISION RECEIVED**

4.1 Supervising Officer: Chief Executive

4.2 Level of Supervision: Plan own work to ensure the meeting of defined objectives.

**5 SUPERVISION GIVEN**

(Excludes those who are INDIRECTLY supervised, i.e. through others).

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| POST HELD | GRADE | NO OF POSTS | LEVEL OF SUPERVISION |
| Finance Assistant (full time) | G | 1 | Plan own work to ensure the meeting of defined objectives. |

BIRMINGHAM RATHBONE SOCIETY

PERSON SPECIFICATION - DIRECTOR OF FINANCE, ADMINISTRATION & IT

Grade E2 £53458 - £60928 p.a.

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| --- | --- | --- |
|  | Essential | Desirable |
| **EXPERIENCE**  Relevant work and other experience | Experience at senior level. Contracts and negotiations. Delivering complete, accurate management accounts.  Carrying out analysis and writing reports.  Meeting targets. Management of people. Management of resources. | Experience of  Housing and Supported Living Services and/or Care & Support Services.  Experience of Charity and Voluntary Sector finance.  Service delivery to disadvantaged people.  Local Authority funded programmes, Big Lottery Fund, Job Centre Plus or other relevant funding /contracting requirements.  Experience of pension schemes |
| **SKILLS & ABILITIES** e.g. written communication  skills, dealing with the public  . | Financial Control.  Highly numerate.  Excellent IT skills incl. Excel with data analysis skills. Handling electronic databases and producing reports.  Strategic planning.  Ability to recognise and meet staff training and development needs.  Good interpersonal and communication skills  ccommunicationcommunications skills both written and oral. | Team leadership. Negotiating skills. |
| **EDUCATION & TRAINING QUALIFICATIONS** | Qualified Accountant (ACCA, CIMA, CIPFA, ICA) |  |
| **OTHER** | Committed to working within an equal opportunity framework.  Prepared to work outside normal working hours if required. | Full driving licence and use of vehicle |

November 2024