

## Role Description

<b>Job Title</b>	Finance Director
<b>Working Location</b>	Remote
<b>Accountable To</b>	Chief Executive Officer
<b>Role Type</b>	Volunteer

<b>Role Summary</b>	<p>The Finance Director will provide strategic financial oversight and leadership for the charity, sitting at a senior level within the organisation. Acting as the charity's principal financial advisor, this role replaces the traditional Treasurer function and ensures the charity's accounts are accurately prepared, presented to trustees for approval, and submitted to the Charity Commission in compliance with legal requirements.</p>
<b>Key Responsibilities and Accountabilities</b>	<ul style="list-style-type: none"> <li>• Lead the preparation of annual financial statements and management accounts.</li> <li>• Present accounts to trustees for review and approval prior to Charity Commission submission.</li> <li>• Provide financial guidance and advice to the Senior Leadership Team to support strategic decision-making.</li> <li>• Monitor financial performance, budgets, and cash flow, highlighting risks and opportunities.</li> <li>• Ensure compliance with charity accounting standards, statutory obligations, and internal policies.</li> <li>• Support annual budgeting and forecasting processes.</li> <li>• Liaise with external accountants or auditors as required.</li> <li>• Approve and Process payments from across the charity, acting as one of the charity's Bank Signatories,</li> <li>• Preparing funding applications and bids alongside other staff,</li> <li>• Other tasks as agreed with CEO and Trustees.</li> </ul>

<b>Working Pattern and Commitment</b>	<p>The volunteer can work exclusively from home. All of our volunteers work flexibly and complete work at times suitable for them. Work don't expect this role to need more than 4 hours of work a month.</p> <p><b>Due to the nature of the role, successful applicants will be subject to a Standard DBS Check and other finance background checks.</b></p>
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## Person Specification

Professional Experience		
Essential/Desired	Criteria	Assessment Method
Essential	Substantial experience in finance, accounting or other relevant field.	Application, Interview
Essential	Experience in a similar role within charities	Application, Interview
Desired	Professional qualification in accounting, finance or other relevant field	Application, Interview
Desired	Experience in preparing funding/grant applications and bids	Application, Interview
Skills and Abilities		
Essential/Desired	Criteria	Assessment Method
Essential	Proficiency with accounting software and spreadsheet tools	Application, Interview
Essential	Experience preparing financial statements and reporting to non-financial stakeholders.	Application, Interview
Personal Attributes		
Essential/Desired	Criteria	Assessment Method
Essential	High integrity, discretion, and reliability	
Essential	Strategic thinker with strong analytical skills	
Essential	Ability to communicate complex financial information clearly to trustees and senior staff	
Essential	Ability to work well as part of a team whilst using own initiative when needed	
Knowledge		
Essential/Desired	Criteria	Assessment Method
Essential	Strong understanding of charity accounting principles and statutory requirements	Application, Interview