



CANDIDATE PACK

DIRECTOR OF FINANCE

ABOUT US

Early Intervention Foundation (EIF) and What Works for Children's Social Care (WWCSC) have recently merged, bringing together two What Works centres to create a single organisation covering the full range of support for children and families from preventative approaches through to child protection and children's social care services. This is an exciting time to be working with the new centre.

The new organisation will be a key player as the sector goes through a period of change, supporting reforms and creating an evidence-based and evidence-generating system that works for children and families.

FURTHER INFORMATION

To read more about our work please visit www.wweicsc.org.uk

ROLE DESCRIPTION

Responsible to: Chief Executive

Responsible for: Finance Team (Senior Finance Officer and Finance Officer)

JOB PURPOSE

- Ensure the effective strategic and operational financial management of Foundations – What Works Centre for Children & Families. A key part of the role will include supporting the charity's ambitions to secure a large endowment.
- As a member of the Senior Leadership team, support the strategic conversations and day to day management of the charity and be responsible for leading all aspects of the charity's finances, contracts, and risk management.
- Ensure the charity's budget and out turn are closely monitored and established financial controls, spanning the procurement to payments cycle are firmly adhered to.
- Lead budget setting, forecasting and support wider work programme planning for the charity, setting the new organisation up for future success.
- Act as the central liaison with funders, including those across Whitehall departments, to negotiate grants and contracts for new work, and ensure established funders receive timely and accurate reports of progress.

MAIN RESPONSIBILITIES

STRATEGY AND PLANNING

- Support strategy development and business planning in close liaison with the Chief Executive and senior leadership team
- Contribute to the effective implementation of organisational change
- Support the Chief Executive to secure a large endowment for the organisation
- Lead the development and management of the investment structure to manage the endowment in line with the organisation's risk appetite

FINANCIAL MANAGEMENT

- Maintain oversight of the charity's current budget of £8m+ per annum, supporting trustees (in particular the Finance Audit and Risk Committee), Senior Leadership team and individual budget-holders with timely and accurate management information, KPIs and other analysis
- Ensure staff payroll is made accurately and on time each month, liaising with the People team
- Ensure organisational compliance with key policies including the scheme of delegation, financial processes, expenses policy and procurement policy
- Be responsible for the overall effectiveness of internal financial control
- Manage the charity's banking relationships and investment decisions and execute transfers/payments.
- Maintain oversight of outsourced contracts with payroll, auditors, bankers, and VAT advisors, ensuring continued value for money and quality
- Make all necessary preparation for the annual audit of the statutory accounts and liaise with the auditors
- Lead budget setting in annual business planning cycle

BUSINESS DEVELOPMENT AND CONTRACTING

- Collaborate with senior colleagues to secure new business opportunities
- Lead contract/grant negotiations with funders, evaluating terms and conditions and on-boarding new work into the charity's systems
- Ensure there are robust systems to remain in compliance with these grants and contracts
- Lead relationships with funders, including Whitehall departments, reporting progress and representing the organisation in monthly and quarterly meetings
- Ensure work is invoiced accurately and debt is chased as necessary

PROJECT GOVERNANCE

- Work with the Director of Strategic Planning to ensure projects remain on track to meet funders' deadlines

RISK MANAGEMENT

- Oversee the organisation's risk management, including maintaining effective risk registers; and ensuring effective risk management processes are operating in support of the Trustees, CEO and senior management team
- Take appropriate action to risk manage projects and best secure the charity's financial position
- Maintain appropriate and adequate insurance for the charity's risks

GOVERNANCE

- Act as company secretary for the organisation and ensure filings are made as required to the Charity Commission and Companies House on behalf of the Board of Trustees, ensuring the charity produces and files annual statutory accounts and annual returns and that an accurate register of Trustees is maintained
- Maintain a register of interests for trustees in compliance with the conflicts of interest policy
- Review and approve trustee expenses claims in accordance with the trustee expense policy, dealing sensitively with any matters that arise
- Manage the Finance Audit and Risk Committee, supplying all papers and reports in accordance with the forward plan
- Contribute papers and reports as required for the board of trustees

COMPLIANCE AND LEGAL

- Take a lead role in overseeing that the charity is fully compliant with legal and regulatory requirements
- Review all contracts with associates and for sales/purchases, protecting the organisation's assets including intellectual property and reputation
- Liaise with the charity's lawyers as required

OTHER

- Lead and motivate a team of two staff
- Manage a range of internal and external stakeholder relationships
- Make a wider contribution, individually and as a member of the senior leadership team, in supporting strategic conversations and the day-to-day management of the charity
- Demonstrably provide leadership in support of the organisation's EDI strategy
- Other duties as might reasonably be expected

WHO WE ARE LOOKING FOR

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- Demonstrable record of achievement in a similar role in a charitable, social enterprise, CIC or public sector organisation
- Successful track record of negotiating contracts and grants
- Highly competent in information technology (Microsoft preferred) and accounting software (Xero preferred)
- Relevant professional, management, project management and/or contract management qualification (desirable)
- Experience of managing large endowments and structuring investments (desirable)
- Experience of supporting organisational change, evaluating, integrating and/or reorganising systems (desirable)

SKILLS, ABILITIES AND PERSONAL QUALITIES

- Excellent numerical, analytical and strategic skills with the ability to handle complex issues
- Ability to have fine attention to detail and see the bigger picture
- Ability to communicate effectively at all levels and to represent and promote the finance function and its policies
- Ability to operate flexibly to manage a varied and high workload with conflicting priorities and tight deadlines
- Skill, ability, and willingness to step in and cover day to day work if required
- Ability to self-manage, mentor and lead others in a way that nurtures talent, inspires confidence and encourages innovation
- Be in tune with our vision, mission, and values as well as our drive to promote equality, diversity and inclusion
- Personal integrity



TERMS OF APPOINTMENT

SALARY

The role is offered for three days per week: salary £85-90k pro rata, plus generous benefits.

PLACE OF WORK

Hybrid working; 1 – 2 days per week working in our office (the Evidence Quarter, Albany House, 98 Petty France, Westminster, SW1H 9EA).

HOW TO APPLY FOR THIS APPOINTMENT

We hope you will consider making an application to become Director of Finance for Foundations – What Works Centre for Children & Families. To make an application, please go to <https://starfishsearch.com/jobs/wwcisc-dof/> and click on the apply now button, with the following prepared:

- your CV or equivalent biographical information
- a covering letter that sets out your motivation for applying for this appointment, and why you think your knowledge, skills and experience make you suitable
- please tell us if there are any dates during the selection process (outlined below) when you would not be available to participate.

Our client is committed to expanding the diversity of its workforce and are keen to receive applications from a wide range of individuals with different backgrounds.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

SELECTION TIMETABLE

Closing date	Friday 30th June 2023
Agreement of final shortlist	By Tuesday 4th July
Final interviews	Friday 7th and Monday 10th July 2023

