## JOB DESCRIPTION

**Job Title: Director of Finance and Business Systems**

**Department: Finance and Business Systems**

**Accountable To: Chief Executive Officer**

1. **JOB SUMMARY**

In this role you will hold responsibility for steering the delivery of high-quality support services, aligning them closely with the organisation's mission and values. Reporting directly to the Chief Executive Officer, a key focus will be to ensure the seamless provision of accurate and timely information to our Board of Trustees and Senior Management Team, facilitating informed decision-making at the highest levels. Your leadership will ensure a stable financial and system foundation to underpin the strategic trajectory of the charity.

The Director of Finance and Business Systems will proactively manage the financial position in the short and medium term, taking into account potential opportunities and risks, and recommend remedial action to safeguard the charity’s financial standing.

1. **LOCATION**

The post will be based at the Hope Street Head Office in Liverpool but will be required to travel to all buildings and properties used in the delivery of Imagine’s services.

1. **SUPERVISORY RESPONSIBILITY**

This post has direct supervisory responsibilities for two managers – the Heads of Finance and Governance & Information.

1. **MAIN DUTIES**

The post holder has the following responsibilities:

1. **Senior Management**

As member of the Senior Management Team, the Director will:

* Attend Board and SMT meetings to present updated information relating to corporate performance, in particular the presentation of regular budgetary monitoring data.
* Provide motivational and inspirational leadership for employees and teams to perform at their best in building and sustaining a high-performance culture.
* Act as a role model and ambassador for Imagine Independences values and leadership behaviours.
* Provide effective employee engagement and development so that all employees understand the vision and strategy within their role
* Develop and motivate employees to deliver an outstanding service to the people we support.
* Be responsible for driving quality, achieving all regulatory requirements and where any issues arise, develop, implement and complete appropriate remedial action plans ensuring contractual, health & safety and risk management compliance.
* Work in conjunction with other Directors to ensure that all activities undertaken are carried out effectively, ensuring a positive perception of the Imagine Independence by the general public, people we support, carers, employees and commissioning authorities respectively.
* Developing effective working relationships with Senior Management Team colleagues and, as part of this process, support them in areas of tendering and contract management.
* Support the identification and mobilisation of viable new business opportunities in line with the Charity’s Strategic Objectives.

1. **Governance and Information**

* Liaise with the Company Secretary and Head of Governance and Information to ensure the timely and efficient distribution of Agendas, minutes and key documents to all Trustees
* Support the Company Secretary and Head of Governance and Information in completing and submitting corporate returns including the Charity Commission Annual Return, Companies House Confirmation Statement and DSP Toolkit
* Ensure that a comprehensive library of appropriate and current policies and procedures are available, communicated and accessible to all staff
* Assist in the training of Imagine staff on corporate policies and procedures

1. **Finance**

* Lead and co-ordinate the preparation of annual budgets by the Finance Team to guide the Board of Trustees in considering our financial standing and pay awards;
* Develop, and review on a regular basis, a Medium-Term Financial Plan.
* Co-ordinate the preparation of monthly management accounts to identify and understand any variations from the approved budgets and support relevant managers in taking remedial action;
* Co-ordinate the preparation and audit of the annual accounts in accordance with the relevant professional statement of recommended practice and liaise with the external auditors to ensure their submission in compliance with the statutory Companies House and Charity Commission deadlines;
* Provide leadership to the finance function, identify financial risks, monitor internal controls, review and implement effective systems and support staff in their role.
* Develop effective working partnerships with key personnel within the organisation.
* Present financial and non-financial information to SMT, Trustees and funders.
* Encourage leadership and group dynamic skills through effective people, communication, planning and accounting skills, and develop qualities of imagination and creativity, and a willingness to think radically and outside of the box about current and potential issues.
* Enabling and supporting progress towards key business objectives in the face of changing business and operational priorities, underpinned by co-ordinated support and information.
* Exercising general oversight of the budget for the Charity as a whole and individual contracts and areas of operation.
* Review and improve the quality and integrity of financial information and systems.
* Develop and maintain positive external relationships including key partnerships with banks, pension advisers, auditors, insurance brokers and other external providers.
* Keep abreast of financial and best practice developments across the charity sector.

1. **Business Support**

* Lead on the review of procurement systems and processes
* Oversee the maintenance of an up to date list of Approved Suppliers to ensure Value For Money for all procurement
* Act as a point of contact for the contractual relationships with external IT/technology, insurance, health and safety and legal providers and lead on contract performance management and regular re-tendering as appropriate.
* Lead on the development and implementation of an IT Strategy with our external IT Support Provider, to make progress to our objective of becoming “digital by default”
* In conjunction with our IT Support and Cyber-insurance providers, review processes to minimise the risk of cyber-attacks on the charity.
* Ensure all Charity property, assets and services are appropriately insured
* Liaise with relevant internal and external colleagues to ensure that Health and Safety audits are completed and action points identified and implemented
* Ensure the delivery of an efficient first point of contact and reception service at Head Office

1. **Property and Housing Services**

* Oversee the day-to-day management of all housing properties, office spaces and any other premises owned or leased by the charity.
* Lead on negotiating lease agreements with RSLs and other landlords.
* Oversee the delivery of housing management agreements with Registered Social Landlords to underpin the provision of supported housing services.
* Monitor the level of void properties to minimise the rental cost to the Charity.
* Ensure all properties used in the delivery of operational and support services are maintained to an appropriate standard.
* Liaise with property owners to ensure access to appropriate properties to support the development of new services.

1. **General**

* Ensure there is prompt and effective communications with both internal staff and external agencies.
* Attend meetings as required.
* Complete any other tasks which may be assigned to the post holder.

1. **REQUIREMENTS - All employees are expected to:**

* Act with integrity and a proactive professional manner
* Ensure that principles of quality are included in all aspects of work
* Adhere to all Imagine’s policies and procedures at all times
* Demonstrate working within the organisation’s values, beliefs and objectives
* Comply with safeguarding, health and safety and any other statutory regulatory requirements
* Undertake any other tasks which may be requested from time to time by the organisation
* Safeguard all the organisation’s property or privileged knowledge
* Meet targets and objectives as set by the line manager
* Undertake all duties and tasks in an efficient accurate manner resulting in excellent service provision.

1. **TRAINING & DEVELOPMENT**

* Commitment to continuous personal development; participate fully in relevant training and learning
* Attend and participate in staff meetings
* Attend and participate in regular supervision and an annual personal review.
* Contribute to the learning of other staff, including training delivery, where appropriate.

1. **EQUALITY ACT (2010)**

Imagine aims to provide high quality services to enhance the quality of life of people experiencing disadvantage. In order to fulfil this aim, it operates a policy of equal opportunities to ensure that no client, job applicant, employee, volunteer or carer is discriminated against either directly or indirectly on the grounds of gender, age, race, colour, sexuality, nationality, religion, ethnic or national origin, disability or marital status.

1. **CONFIDENTIALITY**

In the course of your duties you may have access to confidential information about individuals or about Company business. Under no circumstances must this information be communicated to anyone other than the authorised persons. These may include medical or other professional staff who are involved in the care and treatment of the person.

1. **OTHER**

Please note that this job profile may be amended to meet the needs of the service and does not preclude other tasks as directed by the line Manager. Alteration will be discussed in advance with the post holder whose agreement will not be unreasonably withheld. The job description does not form part of your contract of employment.

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When completing your application form please bear in mind that short listing will be undertaken against the evidence presented by you of how you meet the essential criteria detailed in the person specification**.**

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| **PERSON SPECIFICATION**  **Director of Corporate Services** | **Essential/Desirable** | **Method of Assessment**  **(Application/Interview)** |
| ***Experience***   * Proven leadership experience, preferably within the social care sector or a related field. * Demonstrable ability to develop and execute strategic initiatives that support organisational growth and sustainability. * Experience of applying service improvement and risk management processes underpinned by knowledge of up-to-date best practice. * Demonstrable experience of managing and motivating teams and individual staff members across multiple functions. * Experience of operating within a pressured environment whilst maintaining a professional and calm approach to your role. * Experience and knowledge of working within budgets and delivering financial targets. | **D**  **E**  **E**  **E**  **E**  **E** | **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I** |
| ***Qualifications***   * Fully Qualified Accountant, ideally with a minimum of 2 years post-qualification experience * ECDL or equivalent IT qualification word, excel, power point * Evidence of continued professional development * Management Qualification   ***Skills and Abilities***   * Exceptional analytical and problem-solving skills, with the ability to synthesize complex information, identify strategic opportunities, and drive change. * Strong financial acumen, including budgetary management, financial forecasting, and resource allocation, coupled with a demonstrated ability to optimize financial performance and sustainability. * Understanding of regulatory requirements, compliance standards, and risk management principles, particularly within the social care or nonprofit sector. * Effective understanding of procurement, contract management and tendering processes * Ability to adapt to change and to thrive in a fast-paced environment, exemplifying leadership values and behaviours and demonstrating composure under pressure, while maintaining high team morale. * Excellent interpersonal and communication skills, with the ability to engage effectively with internal and external stakeholders. * Good project management, planning and organisational skills underpinned by the use of IT | **E**  **D**  **D**  **D**  **E**  **E**  **E**  **D**  **E**  **E**  **E** | **A**  **A**  **A/I**  **A**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I** |
| ***Personal Attributes***   * To be committed to team-working and be supportive of colleagues and other staff * A positive approach to feedback, keen to learn & undertake planned training * A commitment to Imagine’s vision and values * A commitment to equality, diversity and social inclusion * Drive and enthusiasm with a commitment to deliver excellent services * Ability to work unsocial hours including evenings and weekends * A full and clean driving licence | **E**  **E**  **E**  **E**  **E**  **E**  **E** | **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **I**  **A** |