



Job Title: Director of Finance
Accountable to: Chief Executive Officer (CEO)
Direct Reports: Senior Finance and Finance Assistants
Location: London with flexible home working
Salary: Up to £75,000 DOE

Reward Statement:

- Annual review of pay
- Holiday entitlement - 27 days on commencement increasing to 30 after 5 years and 33 after 10 years in service
- Employer pension contribution – 7.5 % Employer Pension Contribution (increasing with increased employee contributions to a maximum 10%)
- Learning and Development – Subscription to LinkedIn Learning and Study Leave Policy
- Flexible Working Policy
- Employer Assistance Programme (EAP)

Pension: National Employment Savings Trust (NEST)

Term: Permanent after satisfactory probation period (6 months)

The Florence Nightingale Foundation (FNF) has a growing national and global reputation for promoting excellence in nursing and midwifery practice. It has a rapidly developing portfolio of activities which are designed to enhance the impact and influence of the nursing and midwifery professions on the quality of patient care and health related policy issues and decisions.

FNF is looking for a Director of Finance (DOF) to join our small team. This role is an exciting opportunity to support the CEO and the Charity Board.

FNF Team Purpose

To positively showcase the influence and impact nurses and midwives have on improving health and care outcomes. To raise the profile of the Foundation's work and deliver our objectives for income, influence and impact with our key stakeholders (including donors, NHS, private sector, government, civil society and the media).

At the Florence Nightingale Foundation, diversity is an integral part of our Board, team, scholar selection, programme content and delivery. Inclusion is the way we treat and perceive all differences. We want to create an inclusive culture where all forms of diversity are treated as equal. Diversity adds richness to the Florence Nightingale Foundation.

Job Purpose

The Director of Finance will lead a small finance team and is responsible for the control, management and reporting of the organisation's finances in line with accounting standards and good practice.

As a key member of the Executive Team the DOF will contribute to the growth and development of the Foundation and support the CEO and Board of Trustees in the development of strategy and monitoring of progress against business plans.

KEY RESPONSIBILITIES

This is a new role, and the full range of tasks and responsibilities will develop with time, but we anticipate that the initial responsibilities of the role will include:

Financial management

- Prepare monthly management accounts including Income and Expenditure accounts Balance sheet and cashflow and supporting analysis as required.
- Prepare quarterly financial update for the CEO, Treasurer and Trustees for consideration at the FIC and Board.
- Prepare financial aspects of the annual report and accounts and successful management of annual audit.
- Monthly reconciliations of cash, bank, payroll and balance sheet accounts
- Maintain appropriate records and controls over Restricted Funds to ensure funds used and reported appropriately
- Maintain clear policies and processes to ensure good financial controls are in place that meet legal and tax requirements.
- Manage cash balances and monitor investments and reserves in line with policies and report to quarterly Finance and Investment Committee (FIC)
- Work with the team to manage the Accounts Payables and Receivables function
- Review staff expenses and ensure payments are processed monthly
- Oversee the operation of the payroll process and related HMRC contract

Budgeting and forecasting

- Work with the CEO & Directors to prepare an annual budget
- Prepare quarterly rolling forecast of the year end position.
- Prepare regular 12 months rolling cash flow forecasts
- Prepare annual updates to the 5-year Financial strategy for consideration by the Finance committee and Board of trustees
- Advise the Foundation's senior team and Board progress against the annual budget.

General

- Assist with the financial aspects of grant applications and costing of leadership programmes
- Oversight of fundraising financial management
- Provide financial input into key commercial decisions and contracts
- To undertake other projects and responsibilities as directed by the CEO
- Communicate new processes and policies and provide key updates on the organisation's finances to the wider team and possibly external partners as well.
- Attend the Foundations FIC, Board and other committees as required.
- Management of the day-to-day relationship with the charity's Auditors, Banks and other financial stakeholders.
- Maintenance of Financial Risk Register and delivery of agreed actions.

This job description is intended as an outline of the areas of activity only and can be amended in the light of the changing needs of the Foundation and will be reviewed as necessary in conjunction with the post-holder. It merely outlines the direct areas of responsibility and will be supplemented each year with agreed objectives and a professional and personal development plan.

PERSON SPECIFICATION

Essential knowledge, skills and experience

- ACCA/CIMA/ACA or an equivalent finance qualification
- Experience of producing monthly management accounts and year end accounts
- Strong reconciliation skills with an eye for detail
- Experience of Charity Accounting & Charity SORP guidelines
- Experience of working with a Charity Board of Trustees
- Experience of cash flow, forecasting and treasury management
- Experience of leading budget-setting process
- Experience of explaining financial information to non-finance staff
- IT literate with an emphasis on financial systems and Excel, with an ability to learn and use new systems quickly (knowledge of Xero would be a benefit)
- Can-do attitude and an ability to work both independently and as part of a team
- Highly organised with strong planning and problem-solving skills
- Ability to prioritise, meet deadlines and work calmly under pressure
- Excellent verbal and written communication
- Ability to think strategically to identify possible improvements and experience of developing and successfully implementing new financial policies, processes and systems

The ideal candidate for this role will be a qualified Accountant who has worked previously in a similar role in a charity.

Personal Attributes

Ability to be flexible, punctual, reliable and respectful
Courteous by nature and an ability to be confidential with sensitive information

COMPETENCY LEVEL - STRATEGIC

Managing

The ability to manage and take charge of employees in order to enhance their performance; defining targets and providing appropriate means; controlling progress and correcting employees.

- has a natural authority over other people
- takes control in team meetings in which complex and opposing interests are defended
- distinguishes between personal and organisational interests
- brings employees' career development in tune with strategic goals
- gets the most out of his/her employees

Networking

The ability to develop and maintain relations, alliances and coalitions within and outside the organisation and to use them in order to obtain information, support and cooperation.

- looks beyond cultural differences and other barriers in his/her search for useful contacts

- contacts other departments in order to increase the chance of his/her own project succeeding (cooperation, support)
- uses his/her network (e.g. for information) to support his/her work
- involves others in his/her professional networks and stimulates them to expand these
- engages others in creating a broader basis for one's organization to achieve its goals
- searches critically for people who could play a role in expanding his/her influential network
- is cooperative and incorruptible, uses his/her network without manipulating it

Business Orientation

The ability to recognise opportunities for new services and products and to act accordingly, taking measured risks into account.

- generates ideas about the organisation's future and its scope of services; translates them into tangible strategies and goals
- explores opportunities for cooperation, partnerships or take-overs that could improve his/her organisation's position
- presents new concepts in services and products that have not been marketed before
- recognises the right moment for marketing innovative products and services
- explores strategic positions in (inter)national networks that could benefit the organisation
- does not avoid risks even when certain aspects and facts are still unknown

Vision

The ability to step back from one's daily routine, explore ideas for the future, regard the facts from a distance and see them in a broader context or in the longer term.

- combines various social trends and developments into an integrated vision of the future
- sees chances and opportunities for the organisation before others do and acts accordingly
- recognises national and international trends early on and oversees their consequences for the organisation
- integrates developments in different disciplines into a new concept
- is able to think ahead on the basis of limited information
- is able to imagine possibilities other people think are impossible

Organisation Sensitivity

Showing awareness of the consequences of one's choices, decisions and actions for parts of or the entire organisation.

- understands the importance of change processes for all stakeholders
- recognises different cultures in external client organisation and adjusts his/her approach accordingly
- knows which influential contacts to approach in order to bring the organisation to people's attention
- readily understands hierarchical structures in relevant boards and committees
- is able to handle ambiguity and unclear hierarchies

Integrity

Adherence to the standards, values and rules of conduct associated with one's position and the culture in which one operates. Being incorruptible.

- exerts power carefully
- demonstrates what kind of (incorruptible) behaviour is expected
- makes sure that colleagues displaying unethical behaviour are corrected
- adheres to appointments at organisational or departmental level

Forming Judgment

The ability to balance facts and potential approaches taking the appropriate criteria into account.

- supports his/her judgement with general numbers and facts based on the organisation's performance as a whole
- reviews the consequences of his/her conclusions both for the organisation and its employees
- bases strategic choices on sound risk assessment, takes uncertainties and bias into account
- takes various scenarios into account regarding the organisation's continuity
- is able to judge new information on its merits and adjusts conclusions or judgements on the basis of this information when necessary

Terms and Conditions of Service

This appointment is subject to the terms and conditions of employment of the Foundation, a three month probationary period and requires a three-month period of notice.

The post holder must adhere to the governance standards required by the Foundation, its regulators and donors.

Objectives and Personal Development

Agree annual objectives with the CEO and review progress during the year.

Agree an annual personal development plan with the CEO and review progress during the year.

Flexibility

This job description is intended to provide a broad outline of the role. The postholder may be required to carry out other duties commensurate with their banding and competence.

Policies and Procedures

The postholder is required to familiarise themselves with all Foundation policies and procedures and comply with these at all times.

Confidentiality and Data Protection

The postholder must maintain the confidentiality of information about staff and other Foundation business and meet the requirements of the Data Protection Act (1998) at all times. The postholder must comply with all information and data protection policies at all times.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times, including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for, visitors and colleagues.

Use of Technology

The Foundation is making increased use of computer technology. All employees should expect to use automated information systems in their work in order to improve efficiencies and quality of service provision and to enable faster and more certain communication.

No Smoking Policy

The Foundation operates a no-smoking policy. This applies to all staff and visitors. It is a condition of employment for staff that they do not smoke whilst in the work place.

Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.