

## JOB DESCRIPTION - ADVONET / Finance Director

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<b>JOB TITLE:</b> FINANCE DIRECTOR	
<b>JOB NUMBER:</b> 002	<b>DATE PRODUCED:</b> February 2018
<b>TEAM:</b> Finance	
<b>REPORTING TO:</b> Chief Executive	

<b>PEOPLE AND FINANCE RESPONSIBILITIES:</b>	
DIRECT REPORTS:	1 – Senior Finance Officer
INDIRECT REPORTS:	2 - Finance Assistant, HR Administrator

### Job Purpose

1. To have responsibility for the strategic and operational financial management of the charity, including company secretarial governance.
2. To provide leadership to the organisation's finance, information governance and HR functions.
3. To manage, develop, support and motivate both direct and indirect reports.
4. To contribute to the overall management of the organisation as a member of the Senior Management Team and by contributing to the overall strategy and direction of Advonet, including leading on delegated corporate projects.
5. To communicate a clear vision of the charity's aims and objectives and ensure it operates within its mission statement.

### Decision Making Responsibilities

1. To exercise powers and authority delegated from the Board of Trustees and the Chief Executive related to financial, HR and wider resource management within Advonet.

### Main Duties and Responsibilities

#### Financial Management

1. Lead on the strategic and operational financial management.
2. As Company Secretary, ensure the organisation is compliant with Charity Commission and company law requirements.
3. Prepare budgets for Trustee Board approval and implement processes for resource allocation and performance monitoring across the organisation.
4. To prepare the organisation's and departmental/project budgets, and any other budgets, as required, and obtain the approval of the Board.
5. Maintain and review monthly and quarterly management accounts and prepare regular reports for the Board.

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6. Maintain effective purchasing, invoicing and billing systems.
7. Prepare year end accounts in the required format and liaise with external auditors.
8. Provide/co-ordinate all accounting, payroll and taxation services and advice to the organisation.
9. Manage the organisation's bank accounts and reserves in accordance with Trustee Board instructions to maximise income and ensure adequate cashflow.

### **Information Governance**

10. Lead on information governance as Data Protection Officer for the charity.
11. Ensure compliance with Data Protection Act and GDPR.

### **IT management**

12. Lead on IT strategy and management in the organisation.
13. Responsible for the allocation of resources necessary to maintain effective IT provision in the organisation.
14. Ensure that the website and related platforms are of high quality and up to date.

### **Risk Management**

15. To ensure that the Risk Management analysis is up-to-date and actioned as appropriate.
16. To produce an annual risk register and risk map that details any risks and Advonet's responses and to keep this under review.
17. As a member of Senior Management Team, ensure that there is an effective risk management strategy and that appropriate actions are taken, and reported, in accordance with internal control mechanisms.

### **General Responsibilities**

1. To be an active and effective member of the Senior Management Team and Advonet's corporate management structures.
2. Together with the Chief Executive, ensure that the Organisation's Strategic Business Plan is implemented within individual teams and across the whole of Advonet.
3. To ensure that all responsibilities and activities within this post are consistent with the terms and spirit of Advonet's Equal Opportunities policy and to promote this with staff and to promote this policy with staff.
4. To contribute towards maintaining Advonet's commitment to environmental sustainability.

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5. To provide general information and promote the work and services of Advonet to all those who may be interested and to stakeholders.
6. Liaise with other members of the Senior Management Team to contribute to Advonet's talent management process, supporting staff with identified potential to release and achieve their full potential.
7. To receive regular supervision, annual review and training in line with Advonet's policies and procedures.
8. To travel to meetings throughout the region and nationally as required which may occasion the need for an overnight stay.
9. To occasionally work out of regular 9am-5pm hours, e.g. attending quarterly Board meetings in the evening or weekend meetings.
10. The nature of the post will require flexibility in undertaking the role and will require the post holder to undertake other duties that are compatible with the nature and grade of this post.

### **Statutory and Contractual Responsibilities**

1. To ensure that Data Protection, Health & Safety, Complaints Handling and Corporate Governance requirements are met across the organisation.
2. To ensure that Advonet complies with its contracts and other funding agreements.
3. To ensure Advonet submits accurate and timely reports and returns to internal and external stakeholders e.g. funders, Trustees.
4. To ensure that services provided adhere to the statutory and strategic frameworks and comply with relevant legal requirements.
5. Obtain and monitor contract management information to ensure Advonet's full compliance in each case.

<b>SIGNATURES:</b>
JOB HOLDER:
MANAGER OF JOB HOLDER:

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