



DIRECTOR OF FINANCE & OPERATIONS

Department:	Finance & Administration
Job title:	Director of Finance and Operations
Accountable To	Chief Executive
Based at:	Head Office
Salary:	£67,000 - £72,000

Rainbow Trust Children's Charity enables families who have a child with a life-threatening or terminal illness to make the most of time together, providing expert, practical and emotional support, where they need it for as long as it is needed.

Job Summary

This role is a key member of the Rainbow Trust Senior Leadership Team (SLT) playing a vital part in the development and implementation of the organisation's strategy. Working closely with the Chief Executive and the Board of Trustees to advise on governance, regulatory responsibilities and financial planning for the charity.

The role provides the essential financial stability and operational facilities to enable future growth through leadership and management of finance, maintaining and developing facilities and IT infrastructure, and ensuring effective governance and regulatory compliance.

The Director of Finance & Operations will demonstrate the defined Leadership Qualities to ensure the team meets their functional targets whilst adhering to the Rainbow Trust Values.

Areas of Responsibility

(specific to role)

- Lead the development of the financial strategy, including budget setting and provision of robust and relevant management information to the SLT and the Board of Trustees
- Provide financial leadership and oversight to support and influence decision making by the SLT and the Board of Trustees
- Produce the annual Financial Statements in accordance with current legislation and accounting standards, liaising with auditors and ensuring that accounts are completed accurately within statutory reporting timescales
- Lead all financial planning reporting, including cashflows, budgets and forecasts (as required) and support the SLT on all aspects of financial planning
- Provide the Chief Executive and SLT with regular detailed analysis of financial performance and monitor key performance indicators to inform key decision making
- Ensure that timely monthly management accounts and financial performance indicators are submitted to the SLT and the Board of Trustees, ensuring consistency of figures across all teams
- Provide high quality financial control across the organisation to ensure effective financial management
- Ensure Operations including; property, cars, IT infrastructure and office facilities are fit for purpose, meeting health and safety standards and are maintained and developed in line with strategy
- Responsible for managing all employee and operational insurances, ensuring cover is relevant, up-to-date and that the premium is reviewed on an annual basis for best value
- Provide effective governance to ensure the security over the assets and reputation of Rainbow Trust and to ensure compliance with best practice and all regulatory requirements
- Act as the Company Secretary, responsible for Board of Trustees governance
- Lead on internal audit including maintaining and updating policies and procedures such as the risk register ensuring, with input from the SLT, that all critical risks are mitigated as far as possible
- Identify and develop business development opportunities and lead organisational projects as required, contributing to strategy, business planning and budgeting to agreed timescales for presentation to the Trustee Board
- Foster and develop partnerships with other charities, statutory providers and other organisations and individuals to contribute to Rainbow Trust's growth in size and influence
- Act as the Data Protection Officer and Chair of the Health & Safety Committee

General Responsibilities



SUPPORTING FAMILIES
WITH A SERIOUSLY ILL CHILD

Leadership and Strategy

- Act as a member of the SLT, work collaboratively to provide leadership, strategic oversight and support for the organisation, its employees and the Board of Trustees
- Provide positive leadership for direct reports that inspires staff, volunteers and interns to meet and exceed deadlines and targets
- Act as representative of the charity to a variety of external and internal audiences, representing the charity at relevant networking events and opportunities; acting as an ambassador for the organisation
- Ensure Trustees are kept up to date on financial activity, are aware of any relevant issues or circumstances
- Proactively develop relationships in the sector and maintain awareness of sector developments and campaigns to drive forward an innovative team culture
- Commit to Performance Management Process (PMP) and develop stretching objectives to meet business plan
- Take responsibility for own professional development
- Demonstrate behaviours that promote Rainbow Trust values

Operational and Project Planning

- Ensure the alignment of annual operational plans, objectives and targets to strategic objectives
- Lead the preparation, review and management of operational budgets for the finance and admin departments to agreed timescales
- Negotiate with suppliers to ensure best value for money is obtained
- Lead, oversee and support projects and activity, to ensure work completed to budget and timescale and report any variance
- Oversee an effective and safe working environment for all staff and manage the Health and Safety Committee

Working with Customers and Service Delivery

- Maintain effective relationships with donors, supporters, media representatives, suppliers, contractors, auditors and other key external statutory agencies
- Deliver direct services to both supporters and colleagues to acceptable professional standards and corporate guidelines
- Ensure complaints are managed promptly and effectively, conducting investigation when necessary

Developing, Maintaining Systems and Procedures

- Ensure that finance and Operations activities are regularly reviewed, tested, assessed and improved through a programme of audits and analysis
- Ensure the operating systems the department and organisation needs to deliver services, are fit for purpose

- Ensure all financial procedures and controls are in place and adhered to
- Conduct analysis of complex data from across the organisation, drawing conclusions, making recommendations to the Chief Executive and Trustees and disseminating to SLT
- Ensure compliance with data protection guidelines, GDPR, confidentiality and corporate policy
- Ensure that data relevant to area of responsibility and activity is appropriately recorded and stored in the relevant database
- Ensure regular data cleansing is actioned

People Management and Development

- Provide clear, effective and visible leadership to and development of the Finance and Operations team, creating a positive atmosphere, agile approach and high morale
- Support the team to recruit and retain high calibre volunteers and interns (following best practice guidelines for managing volunteers/ interns)
- Conduct Performance Development Reviews and regular 1:1's for all direct reports
- Within PMP, identify and support individual performance issues

Team Working and Collaboration

- Contribute professional knowledge and expertise to team and department development, service delivery, monitoring and evaluation
- Collaborate effectively with colleagues in all teams to deliver on priorities and objectives
- Act as a source of knowledge and expertise to colleagues
- Lead and champion the implementation of continuous business improvement and people development initiatives, including Buddying, PI and SBI processes
- Proactively share professional knowledge and expertise across teams
- Proactively participate in team meetings and away days as well as staff conference.

Special Conditions

- Some UK travel will be required from time to time
- All staff have a responsibility to maintain an up-to-date knowledge and awareness of issues around the safeguarding of children, through (at least) the completion of the relevant training, at a level commensurate with their role
- All staff must adhere to, Rainbow Trust's safeguarding policies and procedures
- The list of responsibilities outlined above are not intended to be exhaustive and the post holder may be required to carry out other reasonable tasks or responsibilities under the direction of a manager.

PERSON SPECIFICATION

Director of Finance and Operations

ESSENTIAL

DESIRABLE

Experience

(Previous roles, types of organisations)

- Significant demonstrable experience in a commercial organisation and/or a charity at senior management level
- Advisor at Board level on legislative, policy and regulatory change
- Company Secretary role holding responsibility for Corporate Governance
- Proven experience of budget setting, financial procedures, management accounting, risk and asset management
- Experience of successfully developing and implementing financial policy and strategic plans
- Proven experience of leading a dispersed work-force

- Previous charity experience
- Understanding of statutory funding regulations

Special Competencies

(Specific job-related skills knowledge understanding)

- Ability to present and explain complex financial and other management information to a varied audience
- Fully IT literate using the MS Office package
- Well developed leadership, strategic and organisational skills to provide firm and positive strategic oversight and direction
- The interpersonal and communication skills to develop effective working relationships and establish credibility with all levels of stakeholders
- A collaborative and participative approach to inspire motivated team working

Disposition

(Influence over others, dependability, self-reliance)

- Confident and independent - making decisions and taking responsibility for them
- Stimulating influencer - firm, direct and self-assured
- Delegator of routine detail work and some authority, with close-follow up to assure outcomes
- Setting and achieving specific standards with an emphasis on deadlines and quality
- Comfortable with pressure and challenge
- Works with a sense of urgency, taking the initiative to get things done
- Disciplined, comfortable with a broad remit and rapid shifts in priorities

PERSON SPECIFICATION

Facilities & IT Manager



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ESSENTIAL

DESIRABLE

Thinking Style

(Practical, conceptual, innovative, traditional, change orientated)

- Strategic, big picture thinker backed with a tactical focus
- Task focused and controlling of overall agenda
- Effectively weighs risk against benefit to make calculated decisions
- Recognises and adjusts to change with the ability to learn quickly, thoroughly and in detail
- Initiates practical solutions for dealing with issues

Attainments

(Academic & prof qualifications & training)

- Fully qualified member of one of the six bodies of the CCAB
- Educated to degree level / or professional equivalent experience

Motivation

(Ambition, money, security)

- Competitive drive for quality
- Recognition and reward for achieving results
- Independence and ownership of delivering something new
- Being seen as a successful leader

Circumstances

(Mobility, special demands of job, unsocial hours)

- Full driver's licence
- Commitment to own continuing professional development
- Some UK travel