

DIRECTOR OF FINANCE & OPERATIONS

Our Director of Finance & Operations leads on our business planning, financial and HR strategies and oversees the overall financial management of NEF and NEF Consulting. This role leads the finance and operations teams and ensures sound integration between our fundraising and finances to ensure that we are appropriately and confidently resourced into the future.

This Director acts as company secretary to the board of trustees and works closely with trustees to develop the organisation's governance. The Director of Finance & Operations is responsible for interpreting and implementing the law and regulations and ensure that we are operating in line with our values and good practice across the range of our operations.

As a key member of the senior management and leadership teams, this Director supports us in building our organisational financial confidence and leading on having the strategies and culture to make NEF a great place to work.

JOB DESCRIPTION

Financial strategy & management

- Oversee and manage the implementation of NEF's business plan – setting and managing comprehensive goals for the delivery of the strategy – driving performance and the delivery of impact across the organisation.
- Proactively manage all financial matters:
 - Oversee and be responsible for all business planning, budgeting and forecasting processes, (including cash flow management) in order to deliver the overall strategy.
 - Act as the custodian of NEF's financial control framework.
 - Be responsible for all statutory financial reporting.
 - Act as a finance business partner to maximise income opportunities and manage expenditure effectively.
 - Take lead responsibility for communicating financial performance to the board, its committees, as well as to staff and stakeholders.
- Lead on strategic planning to maximise the use and impact of NEF's resources:
 - Be responsible for overall workforce planning and adapting this in line with NEF's strategy.
 - Ensure that NEF's fundraising pipeline is proactively managed and information flows between the finance and fundraising teams are sound.
 - Lead the development of plans to ensure an appropriate financial return to NEF – including through the periodic review and planning of day rates and utilisation levels.
 - Ensure that our obligations to funders and the public are met.

HR & IT

- Act as custodian of the overall HR strategy for the organisation, ensuring that it is in line with the law, good practice and our values.
- With the Head of People & Organisational Development, oversee the development of internal policies, practice and working culture in line with the overall HR strategy.
- Lead formal negotiations, on behalf of NEF, with our recognised union.

- Lead on NEF's overall IT strategy and strategically manage the relationship with our outsourced IT provider.
- Develop NEF's IT strategy to ensure it is fit for purpose in a changing environment.

Governance, data protection & charity regulation

- Act as custodian of the governance framework and undertake the role of Company Secretary for NEF and NEF Consulting Ltd.
- Support the board in the development of its governance.
- Act as the most senior person responsible for data protection.
- Maintain an up to date understanding of the law and regulations and ensure that these are implemented and communicated within NEF – particularly around data protection, finances, charity campaigning and political engagement.

Team and line management

- Lead and manage a core team, through the Head of Finance and Head of People & Organisational Development to optimise the financial and operational management of the organisation in line with our values.
- Line manage others, as required.

Organisational leadership

- Act as a key member of the senior management team, working closely with the Chief Executive, Directors and others to define and implement NEF's strategy.
- Play a visible leadership role in NEF and participate actively in meetings of the senior management and leadership teams.
- Lead in the delivery of NEF's strategy and key objectives within our organisational development plan.
- Lead in ensuring the effective operation of NEF in line with our policies and values, and the wellbeing of colleagues.

PERSON SPECIFICATION

Essential aspects are shown in bold. Aspects not in bold are desirable but not essential.

EDUCATION & QUALIFICATIONS

- **Qualified accountant, or extensive experience working in a senior financial position.**

KNOWLEDGE & EXPERIENCE

- **Proven track record of holding a senior management position within a similar organisation, ideally reporting at board level.**
- **An ability to work effectively with others who are less financially-literate and to explain complex ideas in straightforward language.**
- **A thorough understanding of HR principles and good practice.**
- **Knowledge and understanding of charity governance, company law, data protection and the regulation of charities.**
- **Significant experience of managing projects to ensure they are delivered on time, on budget and to agreed specifications.**
- **An understanding of how bids can be structured to maximize funding opportunities and make best use of internal resource.**
- Experience of managing third party suppliers, including outsourced IT arrangements.
- Experience of dealing with legal matters, including contracts and grant agreements.

SKILLS & ATTRIBUTES

- **An individual with credibility and gravitas who will take overarching responsibility for the internal working of the organisation.**
- **Strong technical financial skills underlying a high level of commercial acumen.**
- **Strong line management skills and the ability to drive performance without a direct reporting line relationship.**
- The ability to negotiate within a unionised workforce and build and maintain good working relations with colleagues at all levels.
- The ability to interpret and apply laws and regulations appropriately in an organisation of NEF's size and scale.

MOTIVATION

- **A commitment to diversity, equity & inclusion in the workplace.**
 - Commitment to bringing about change in the economy and society in line with the new economy movement.
-