



Interim Finance Director

Functional Team: Finance

Reports To: Chief Executive Officer

Salary: £73,699 - £77,016 per annum (pro rata), Full Time (negotiable part time arrangements with a minimum 3 days per week)

Contract - Fixed Term Contract 12 Months

Location: Nationwide

Working Arrangements: Remote working, permanent, regular or ad hoc

MISSION OBJECTIVE

Working to provide strategic insight alongside operational excellence and reliability, the Finance team enables 38 Degrees to deliver its mission through sustainable finances and robust governance.

This team supplies the necessary technical and programmatic services to ensure the success and upkeep of 38 Degrees' operational mechanisms that facilitate the organisation's activities and campaigns. The Finance function specifically ensures the financial health of the organisation through budget management, reporting, and provision of financial expertise in the management of the organisation and is responsible for governance, risk and compliance.

The Finance Director, collaborates with the CEO and other members of the Senior Leadership Team (SLT), provides authoritative insight and identifies areas of growth and risk to the organisation within their functional area, innovates the functional platform, sets metrics of performance and holds their teams accountable for delivery, and ultimately role models and builds the culture of the organisation. This role manages the Finance Business partner role.

This job description describes the role of the Interim Finance Director. The 38 Degrees team works in a culture of togetherness, passion for our issues and determination to make a positive impact in our mission to make the UK fairer, more sustainable and more respectful. So from time to time the team will be expected to perform activities outside of their normal role.

Commitment

All 38 Degrees staff should have a deep commitment to our mission of empowering our supporters to win campaigns on the issues they care most about.

DUTIES AND RESPONSIBILITIES

INNOVATE



- Lead on strategic organisational initiatives not limited to purely finance, actively participate in SLT meetings, consider decisions through a financial lens, whilst being thoughtful about how 38 Degrees achieves its campaigning objectives.
- Be responsible and oversee the production and delivery of all financial reporting and provide support with non-financial reporting in other areas of the organisation as and when required.
- Prepare the annual budget and reforecast, working closely with other members of the SLT and key stakeholders across the organisation.
- Manage the cash position, including relationships with financial institutions (banks, investment managers and payment service providers), reviewing cash flow forecasts, managing investments and developing recommendations for the FCRC
- Develop, maintain and oversee a system of financial control, ensuring that 38 Degrees has the appropriate policies, systems and procedures in place compliant with legislative/regulatory requirements and incorporating best practices in financial management and accounting.
- Lead the annual audit process, working closely with the FBP, our external auditors and financial service provider, in preparation for the year end accounts and the development of the financial section of the annual report.

ADVOCATE



- Advise the CEO, SLT, and Board on emerging trends and areas of risk and potential growth in the area of financial management to guide corporate strategy and decision-making.
- Work closely with the Finance Business Partner to set priorities and metrics
- Work closely with our Fundraising 'kernel' (who are the group responsible for managing income), tracking income against targets on a monthly, quarterly and annual basis, providing analysis and insights to the team and supporting the decision making process.
- Manage the relationship with our outsourced financial service provider, ensuring that service levels are maintained and that the financial processes are suitable for an organisation of our size and complexity.
- Manage the relationship with the FCRC Committee (Finance, Compliance, Risk & Control) of the Board, working closely with other members of the Finance and People & Operations team to prepare reports, insights and analysis for meetings.
- Manage relationships with financial institutions (banks, investment managers and payment service providers).



DEFINE PROJECT CYCLE

- Accounts - Manage 38 Degrees' accounts and ensure that income and outgoings are tracked and assessed to ensure we are operating in line with our budget.
- Budget control - working with the FBP, ensuring that teams are aware of their budget line limits, are kept informed about spend in near-live time, and increase financial literacy amongst budget holders
- Day-to-day - oversee the financial activity and processes to ensure that all payments, payroll, etc., is actioned efficiently
- Define measures of success in the implementation of Finance management initiatives, assess its performance, and share constructive feedback to build a culture of learning and accountability.
- Compliance - act as company secretary to ensure 38 Degrees is following all rules and reporting.
- Investments - oversee investment of reserves on the flagstone platform.
- Charitable Trust - manage the finances and compliance of the Trust, including overseeing drawdown of funds as applicable
- Risk register - manage the updating of and actioning of the risk register.
- GDPR - own the relationship with the DPO and oversee internal management of this area to ensure robust compliance and continued maturation.
- Organisation review - work with the organisation review working group, contribute financial and organisation insights to the review



SUBSTANTIVE
KNOWLEDGE

TARGET SKILLS PROFILE

Extensive capacity gained through experience, reflecting subject mastery in Financial management and reporting.

Leadership and Management

- Proven ability to lead, manage and motivate people, contribute to organisational/functional level decision making and support the management of the associated impact.
- Effectively plans and manages allocated resources and budgets.
- Assess and mitigate against risks to ensure the sustainability and reputation of 38 Degrees.
- Makes a major contribution to the organisation's strategy by ensuring functional strategies, plans and objectives are aligned
- Makes skilled and thoughtful proposals about strategy for their area of responsibility, ensuring alignment to the plans and objectives of the function.
- Effectively adapts to change - is able to support wider organisational change initiatives and translate this to the team.

CONCEPTUAL

Challenge and/or critically assess existing policy frameworks in the Finance Function to meet the objectives of 38 Degrees

APPLIED

Lead an effort to develop new policy, program, product or service where necessary



**COMMUNICATION
SKILLS**

Extensive skill gained through varied exposure/experience in presenting Financial information to non financially literate staff.

INTERNAL

Present clear guidance/advice on the state of a program/policy.

EXTERNAL

Build networks of collaboration to strengthen and secure client relationships.



**EXECUTION
SKILLS**

Extensive achievement in the execution/delivery of multi-step/layered programs/services.

TIMELINESS

Build networks of collaboration to strengthen and secure client relationships.

QUALITY

Development of quality metrics to support introduction/operationalisation of new programs/services.

TARGETED SPECIALISED KNOWLEDGE

- Chartered accountant with extensive experience leading a finance function in an SME environment (a professional accounting qualification is required for this role)
- Strong experience of managing governance, risk and compliance
- Extended experience in the management of teams in dynamic environments.
- Ability to bring a business partnering approach when working with people across the organisation
- Experience of working in a fast paced, agile environment, with the ability to grasp issues quickly and demonstrate a collaborative approach to problem solving.