

Director for UK Finance & Resources

Core purpose of job:

To be a member of the Senior Leadership Team, focused on delivering the vision and strategic objectives of The Fostering Network (TFN); with shared and specific responsibility for key areas listed below:

Key areas of responsibility:

1. Strategic management and leadership at a UK level.
2. Responsibility for all aspects of financial management and planning ensuring TFN is financially robust and sustainable.
3. Manage the IT infrastructure, driving TFN's ongoing digital transformation programme.
4. Oversee the management of our HR functions, ensuring effective recruitment and retention of staff.
5. Oversee and manage all aspects relating to facilities, including TFN's property (Head Office) and leased premises across the UK.
6. To lead on all aspects of data management, including impact monitoring, reporting measurements, analytics and GDPR compliance.
7. Oversee and manage all aspects relating to Risk Management including insurance and reserve levels.
8. Develop and maintain key critical relationships, contracts, and procurement processes.
9. Provide governance advice to the Board of Trustees and the CEO.
10. Lead the TFN Green Strategy, seeking to reduce our impact on the environment

Position reports to: Chief Executive Officer

Position is responsible for:

Head of Finance
Head of IT (new post)
Head of HR (new post)
Facilities Manager
CRM Manager (new post)

Length of contract: Permanent

Salary: Band B - £57,000 - £72,000 starting salary dependent on skillset and experience

Main Duties:

1. *Strategic Management and Leadership*

Play an active leadership role in the strategic management of TFN, supporting the Chief Executive and Board of Trustees to deliver improved outcomes for the fostering community across the UK.

Work collaboratively and professionally with other members of the Senior Leadership Team to achieve agreed goals as a team.

Provide effective leadership to a large directorate, working in a strength based, solutions focused approach.

Contribute to the development of, and champion quality assurance and quality improvements across the organisation.

Attend and contribute to meetings of the Board of Trustees, providing verbal and written information and reports when required.

Undertake other duties/projects as directed by the Chief Executive.

2. *Responsibility for all aspects of financial management and planning ensuring TFN is financially robust and sustainable*

Lead the conduct of all financial matters relating to TFN, including budgetary control, monitoring, auditing, debt collection, insurance and investments.

Produce regular forecasts and cashflow projections and other financial information to assist TFN meet its strategic objectives.

Produce the Annual Budget in collaboration with SLT.

Prepare draft Annual Accounts for audit ensuring information is available in a timely fashion.

Ensure production of monthly management accounts for SLT and Board of Trustees are available to accurately monitor income and expenditure is in line with Annual Budget.

Assist colleagues across TFN with financial project planning and preparing budgets.

Oversee TFN payroll, pension provision, and all financial aspects of staff employment.

Ensure all financial processes and systems are carried out efficiently and in a timely manner.

Line Manage the Head of Finance.

3. *Manage the IT infrastructure driving TFN's ongoing digital transformation programme*

Ensure the IT infrastructure is fit for purpose in all four nations.

Review and develop our IT strategy to align with our mission and strategy and to utilise our systems and data to inform and provide solutions and services.

Manage current IT contracts and review service level agreements with suppliers on annual basis.

Review current IT policies and procedures and ensure that all staff are regularly updated and familiar with their purpose.

Ensure that the development of the new website and CRM are compatible with current IT cloud, hardware and system software.

Ensure that IT systems are adequately protected from cyber threats and that staff are appropriately trained.

Work with colleagues to improve the digital experience of members as part of the TFN transformation programme, linking this with the wider IT strategy.

Keep abreast of all new IT developments affecting the charitable sector.

Line Manage the Head of IT.

4. *Oversee the management of our HR functions, ensuring highly effective HR practice.*

Ensure the HR infrastructure is fit for purpose in all four nations and that it enables a positive employee experience.

Oversee a review of our current HR policies and procedures, including the development of a new comprehensive staff handbook to support our desired culture.

Ensure TFN's compliance with HR legal requirements.

Champion best practice policies to foster employee engagement.

Ensure continuous improvement in our HR practice and that we make best use of digital advancements in respect of HR.

Drive forward our commitment to improving the diversity of our workforce

Line manage the Head of HR.

5. *Oversee and manage all aspects relating to facilities, including TFN's property (head office) and leased premises across the UK*

Ensure that all offices occupied by TFN staff are fit for purpose as working environments with access to appropriate equipment and facilities.

Manage all matters concerning TFN's ownership of its London Head Office including building maintenance, fitting out, utilities and landlord responsibilities.

Produce a premises strategy which maximises the efficiency and cost effectiveness of owning and maintaining an office in London.

Manage all matters relating to leased premises in Scotland, Wales and Northern Ireland including rent reviews and liaison with landlords when required.

Ensure that TFN meets all its Health and Safety responsibilities as an employer.

Ensure home workers are supplied with IT and equipment and ensure that homeworkers adhere to safe working practices.

Ensuring Starters and Leavers have timely access to the correct IT facilities and support, working with outsourced IT providers.

Line Manage Facilities Manager

6. To lead on all aspects of data management, including impact monitoring, reporting, measurements, analytics and GDPR compliance

Fulfil the role of Data Protection Officer for the organisation, acting as the lead contact point for the Information Commissioners Office (ICO).

Ensure TFN's compliance with UK GDPR and other data protection laws, our data protection and data privacy policies and undertake regular audits.

Advise on best way to collect , analyse and report on data obtained from all aspects of our work and our members and how to use this data to measure impact, define services and drive solutions.

Lead ongoing development of impact monitoring and organisational KPIs.

Line manage CRM manager.

7. Oversee and manage all aspects relating to Risk Management including insurance and reserve levels

Own, update and undertake regular analysis of the organisational risk register.

Recommend actions to mitigate or reduce risks.

Monitor reserve levels and advise the CEO in respect of all aspects of financial sustainability.

Monitor and maintain effective organisational insurance policies and adherence to relevant procedures.

8. Develop and maintain key critical relationships, contracts, and organisational procurement processes

Maintain and manage critical relationships, including but not limited to, lawyers, auditors, financial, tenants and key delivery contractors.

Develop and embed improved procurement processes to create consistent, effective practice across the organisation. Including the creation of policies, procedures and staff training.

Develop our suite of central finance/IT/HR infrastructure resources to support the swift response to grant and tender opportunities across the UK.

9. Provide governance advice to the Board of Trustees and the CEO

Provide accurate Governance advice, based on charitable and company law to the CEO and Board of Trustees.

Ensure accurate returns are submitted to both The Charity Commission and Companies House.

Ensure that TFN is compliant with current statutory regulation affecting its operation as a charity.

Provide or access legal advice for CEO and trustees as and when required.

10. Lead the TFN Green Strategy, seeking to reduce our impact on the environment

Chair the Green Group, review membership of the group to ensure cross organisational commitment.

Develop key commitments that TFN should endorse to ensure systemic changes which will reduce our carbon footprint and create lasting environmental change.

Key competencies required for the role

Essential

- Ability to work as a collaborative leader to meet wider corporate objectives of TFN
- Act as a role model for TFN values and people policies, upholding the highest levels of integrity and confidentiality
- Experience of charity accounting practice
- Experience of strategic planning and project management including managing budgets
- Understanding of charitable governance
- Experience managing IT function, data science and using analytics
- Experience of transformation and change management
- Experience of office and facilities management
- Understanding of the HR function
- Understanding of impact monitoring
- Experience of line management and supervision of staff
- Commitment to Equality, Diversity and Inclusion
- Commitment to the core values of TFN

Desirable

- An understanding of the fostering sector, children's social care
- Experience of working across a national or UK wide remit
- Care experienced or lived experience of foster care
- Experience of managing HR function

Qualifications & minimum requirements for the role

- Post graduate calibre
- Fully Qualified Chartered Accountant

- Business Management qualification or evidence of effective management and leadership skills
- Commercial acumen