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## **JOB DESCRIPTION**

Director of Finance

1. Lead, develop, and manage VERTIC's finance and administration team.
2. Assist the Senior Management Group (SMG) in business planning, policy setting, financial forecasting and planning, funder reporting, and strategic decision making; Provide monthly project, programme and organisational income and expense statements to the SMG; Maintain VERTIC's Risk Register.
3. Prepare organisational, programmatic as well as project specific budgets and forecasts. Review the charity's forward cash requirement plan. Develop appropriate fundraising targets to meet those budgets and plans.
4. Maintain and improve on VERTIC financial policies and procedures. Propose and implement cost-effective and time-efficient administrative practices; Ensure adherence to VERTIC's financial policies and procedures; Collate, update and organise policies, practices, procedures and guides in a clear, updatable and immediately accessible manner.
5. Check and authorise supplier payments, staff expenses and payrolls. Be overall responsible for timely invoicing.
6. Oversee financial administration and bookkeeping ensuring efficiency and high standards including the preparation of the annual financial statements and liaison with the auditors.
7. Maintain the audit trail for the due diligence process to track grant income and expenditure.
8. Keep SMG up to date with evolving legal and regulatory requirements and good practices.
9. Ensure the Charity meets its statutory obligations to HMRC, Companies House and Charity Commission.
10. Be the Senior Management Group's representative on the Finance Committee.
11. Be responsible for the financial reporting to the Board of Trustees at their regular meetings.
12. Take direction and advice from, and report to, the Executive Director.