



Job Description	
Job Title:	Finance Director
Reporting To:	Principal, Treasurer and Chief Executive to provide strategic oversight and development of the financial management and planning.
Department:	Finance
Location:	Flexible and in accordance with business requirements
Role Purpose:	- Responsible for the financial health of the company by producing financial reports and developing strategies based on financial research. - Guiding senior management/trustees in making sound business decisions in the long and short term.
Background Information:	
Learning for Life is a North East Regional Specialist provider of services based in Consett, Co. Durham, for young people aged 16 plus who have a diverse range of disabilities www.learninglife.org.uk. We pride ourselves in providing a stimulating and effective learning environment for all young people, including those experiencing more profound and multiple learning and physical difficulties.	
Safeguarding/Equal Opportunities:	
Learning for Life have a commitment to safeguarding children, young people, and adults. There will be a rigorous selection process and an enhanced DBS check will be required. Learning for life embraces equal opportunities and welcomes applications from all sections of the community.	
Role Accountabilities:	
<i>Please use this Job Description in conjunction with the 'Finance' Tasks' checklist which details each task in more specific detail and when the task should be undertaken. Please note that this list is not exhaustive and may change in accordance with business needs.</i> - Lead on providing strategic support in planning and business modelling, including multi-year strategic plans and feasibility analysis for upcoming opportunities and growth - Lead on improvements to organisational financial wellbeing - Lead on financial management and compliance with all statutory and external requirements and regulations – this will include oversight of all financial reporting, monitoring and audit. - Coach and mentor staff in the Central Support / Finance Team - Promote Learning for Life's core values in a consistent and professional manner;	

- Work closely with the Treasurer, CEO and Senior Management Team to support the organisation's financial strategic development.
- Undertake financial modelling to explore new commercial or funding opportunities;
- Undertake financial or business review to find efficiencies and improvements;
- Ensure budgeting and financial planning information is flexible and clear, allowing the charity's leadership to assess changes quickly and make informed decisions;
- Coach and mentor staff in the Central Support / Finance Team supporting their professional development and delivery of the following:
 - management of financial planning, cash and credit control
 - monitoring and reporting of restricted funds
 - budget setting and forecasting
 - review and updating of financial policies, and procedures and monitoring compliance
- Manage budgeting, forecasting and long-term financial planning cycles. This will include production of annual statutory report of accounts and quarterly financial reports to The Treasurer, CEO and Board
- Ensure the Finance Team provides support, information and challenge to the Board, and budget holders.
- Oversee budgeting and financial control over capital projects
- Compile and continually review the charity's risk assessment, using it as a central part of planning;
- Be responsible for all statutory reporting and audit process;
- Have oversight of all internal reporting, including management accounts, cashflow, audit preparation;
- Ensure strong support from finance for teams across the organization and look for and implement continuous improvement to support efficiency and effective financial decision making;
- Any other reasonable duties as required

This list of tasks is not exhaustive and may change in accordance with the needs of the business.

Person Specification	
Personal Attributes	• High level of Confidentiality. • Comfortable and able to act with autonomy. • An effective communicator at all levels. • Financially astute and able to understand and explain the importance of financial targets and meeting deadlines. • Able to adapt to change of goals. • Ability to work under pressure. • Self-motivated and enthusiastic. • Motivating people to achieve/maintain high standards. • Bring a sense of urgency to situations. • Search out errors, rectify omissions, perfect systems and procedures. • Use initiative to achieve results. • Demonstrates resilience under pressure. • Competent in a constantly evolving environment. • Bring a sense of urgency to situations, demonstrate an active approach, be willing to get involved in order to increase the pace and achieve goals and objectives. • Self-motivated and enthusiastic. • Flexible, accommodating, and positive approach. • Interpersonal skills necessary to sustain effective relationships.

Competencies	• Functional/technical skills. • Decision quality. • Problem solving. • Dealing with ambiguity. • Priority setting. • Delegation. • Process Management. • Organised. • Comfort around higher management. • Proactive. • Confident. • Integrity & Trust. • Teamwork. • Communication. • Customer centric. • Professional. • Time management. • Organisation agility. • Ability to work calmly under pressure.
Experience	• At least 4 years prior experience working within a Senior Finance Management or Director role. • Well-developed interpersonal and communication skills.
Knowledge/Skills	• Hands on experience with accounting software packages including SAGE. • Advanced knowledge of Excel and experience using other Microsoft packages: Power Point, Word, Excel, Teams etc. • Knowledge of the Education Skills Funding Agency (Desirable). • Knowledge of Charity Finance
Education/Qualifications	• ICAEW, ACCA or CIMA (BA Accountancy Degree)