

JOB PROFILE

JOB TITLE:

Director of Finance

REPORTS TO:

Chief Executive Officer

JOB PURPOSE:

- To provide strategic financial leadership to GamCare, ensuring the delivery of accurate, timely, and high-quality finance, procurement, and treasury functions.
- To lead and develop the finance team, fostering a culture of excellence and continuous improvement.
- To ensure financial data is robust, making it easy to interpret and accessible, as appropriate, through financial dashboards direct to key decision makers, thus enabling GamCare's ambition to be evidence-led.
- To function as a trusted financial adviser and influencer to Board of Trustees and the Executive Leadership Team, driving the financial strategy and delivering the financial OKRs.
- To support organisational risk management through scenario and contingency planning and adapting the reserves policy considering changing risk levels.
- To ensure cost-efficient compliant finance systems, policies and procedures and controls are in place to meet organisational needs.

DIMENSIONS:

- 2 Direct Reports: x1 Finance Accountant, x1 Senior Finance Business Partner. Total team of 5
- Budgets managed: Oversight of the whole Gamcare budget of circa £16.5m¹.
- Financial objectives: Accountable for achieving the investment income goals on our reserves, assisting the development team in meeting their fundraising targets, and consistently ensuring value for money in all decision-making.
- Monthly reporting to deadlines, annual accounts production to agreed deadline with auditors, monthly payroll and payroll taxes, quarterly VAT reporting and quarterly funder reporting.

INTERNAL AND EXTERNAL CONTACTS:

Internal:

- Is an active member of the Executive Team (ET).
- Attends Audit, Risk and Development committee (ARDC) and collaborates with committee chair to ensure appropriate governance and oversight.
- Liaises with all ET members and Operational Leadership Team (OLT).
- Supports all Budget Holders to align business objectives with sound fiscal management.
- Leads finance, treasury, and procurement and contract functions.

¹ Subject to reforecasting

- Champions finance systems, policy, processes across Gamcare; providing appropriate Awareness Raising and Training as needed.

External:

- Senior Finance Representative of Commissioners, principal funders and delivery partners.
- Auditors, external tax advisers (UK and overseas), external lawyers (UK and overseas), HMRC.
- Banks, key suppliers (including insurers), major customers.
- Charity finance networks, Professional bodies, and Charity Commission

OVERALL ACCOUNTABILITIES:

- Ensure suitable processes are in place to deliver accurate, timely and compliant financial reporting.
- Ensure suitable financial controls and procurement function is in place to support the delivery of effective, value-for-money delivery.
- Ensures the long-term financial sustainability of GamCare and the appropriate allocation of resources to deliver the GamCare Mission and OKRs including reviewing business cases, calculating return on investment for large projects and driving the organisation's approach to maximizing value for money.
- Produce annual statutory accounts and supervise the annual audit process.
- Act as trusted adviser, including advising on VAT and relevant tax matters, whilst ensuring statutory compliance.
- Support excellent risk management across GamCare through creating realistic financial scenarios and simulation models, the results of which will inform our approach to business planning, investment, reserves and operational cost control.
- Support the Senior Finance Business Partner in the production of annual budgets and regular reforecasts, working closely with ET and OLT in the setting of assumptions and goals.
- Support the Senior Finance Business Partner in the production of monthly management accounts and ad hoc reports.
- Support a suitable treasury function and monitor cash flows to ensure GamCare can meet its financial commitments whilst optimizing investment income in alignment with financial target.
- Support the development team to comprehensively cost and price all funding requests, including both fundraised and commercial bids.
- Support the monitor and review of GamCare's Reserves with due regard to the reserves policy.

General Responsibilities

- Take an active role in the senior leadership of GamCare.
- To role model the values of GamCare in all interactions internal and external
- Lead the training and development of financial awareness across Gamcare as relevant.

Person Specification – Essential Criteria

- Qualified ACCA/ACA/CIMA or an equivalent accounting degree.
- Knowledge of UK accounting regulations and best practice.
- Knowledge of UK taxes system, particularly payroll taxes and VAT.
- Experience of long-term financial strategic planning and resource allocation with experience of acting as a trusted adviser to senior leadership colleagues.
- Experience of production of annual accounts and managing audits.
- Experience of using financial software to manage accounts and generate business intelligence e.g. dashboards made available to all budget holders.
- Ability to work under pressure to produce timely reports.
- Commitment to the charity sector and its aims and ethos.

Desirable Criteria

Qualifications/ Knowledge

- Knowledge of charity law, tax and accounting.
- Knowledge UK pension rules.
- Knowledge of public sector commissioning.
- Advanced modelling skills, and the ability to construct financial models that include scenario modelling against likely risks and opportunities.
- Use of robotic/ AI process automation within a financial setting.

Experience

- Financial leadership of similar sized teams including team development.
- Negotiation skills e.g. charity funding agreements and commercial agreements.
- Overseeing strategic investments and procurement, including analysing return on investment and allocating resources to meet strategic objectives.
- Designing and implementing financial systems to meet organisational needs.

Skills

- High degree of ability in accounting, tax, financial modelling, finance systems, accounts preparation, pensions, payroll, and contracts.
- Strong written and verbal communication skills including the preparation of committee and board papers.

Circumstances

- Based in our London Headquarters with expectation of a minimum of three days per week in the office.
- Flexibility in working hours, as per contract of employment.
- Able to attend meetings and events outside of normal working hours when required, for example quarterly evening Committee and Board meetings.