UK Community Foundations

We are the leader of a national network accredited Community Foundations across England, Wales, Northern Ireland and Scotland. The network makes grants totalling over £70 million annually to small local charities and grass roots organisations. We are passionate about communities as a force for good in our society.

Our network consists of 46 Community Foundations, which cover every postcode in the United Kingdom, and have an unparalleled reach into local communities. Each Community Foundation has an in depth understanding of their local area, what the priority needs are and how best to address these issues.

Community Foundations are the only way for local people to give right to the heart of their communities wherever they live across Britain. Our Community Foundations support local projects on a range of issues, such as poverty alleviation; emergency crisis response; and youth engagement.

UKCF coordinates national grant making programmes for Comic Relief, UK government, Big Lottery Fund and well-known UK corporates.

**Director of Finance and Operations Job Description**

**Role purpose**

To provide strategic and operational leadership of UKCF’s finance and operations activities, as a key member of our small SMT. To be responsible for managing UKCF’s corporate resources and ensuring its effective operation, including finance, IT, HR and office management. To take the lead on project management and business planning, thereby helping UKCF support the development of community foundations and the building of thriving communities across the UK. To manage the small finance and operations team and to act as Company Secretary.

**Objectives**

The jobholder will be responsible for:

**Finance management**
- Managing the UKCF finance processes and delivering management accounting information in a timely manner
- Ensuring that financial monitoring of UKCF’s national grant making processes is timely and efficient
- Responsible for the annual audit, preparing the annual report and accounts and liaising with the auditor generally
- Ensuring compliance in terms of VAT and ensuring procedures are in place to maximise efficiency
- Supporting the CEO and the senior management team with budgeting and planning
- Working closely with Director of Programmes and Development to plan and manage financial aspects of UKCF national programmes

**Office and organisational administration**
- The efficient operations of the UKCF office
• Managing suppliers, including the outsourced IT support and liaison with the landlord’s managing agent

Involvement in UKCF strategic plan
• Leading on development and review of UKCF’s strategic plan
• Taking joint ownership with SMT for delivery of strategic plan

Meetings and events
• Arranging and servicing Board and Board Committee meetings (minutes and actions)
• Managing consultation processes with members and the AGM
• Attending conferences and seminars as UKCF’s representative/ambassador

Project management
• Managing projects as agreed with senior management e.g. supporting a Director in tendering for business; supporting the planning process; developing new ways for the office to use its Salesforce database to improve effectiveness.

Information Technology
• Manage relationship with the network’s CRM platform and all associated service providers (e.g. Conga, Dotmailer).
• Work with panel of network members to oversee project design for CRM deliverables.
• Manage data protection on behalf of network.
• Synchronise network’s grant making platform for each UKCF-administered programme.
• Lead the day to day management of the outsourced IT contract for the maintenance, support and development of the databases that community foundations use to underpin their operations.
• Manage and oversee the process for collecting future business requirements and developments for database and authorising the development plan.

Governance
• Take the lead on UKCF Board meetings, and meetings of the Board’s committees.
• Be responsible for papers, minutes and completing action items.

HR
• Supervise day-to-day HR tasks including new roles, payroll, pensions and HR record keeping
• Works as needed with external HR advisers as UKCF’s main point of contact
• Ensure policies and kept up to date and keep Staff Handbook updated
• With the senior team, motivate and provide leadership on HR issues

Management responsibilities

The job holder reports to the CEO.

The job holder will manage the Finance Manager and Administration Officer
Expected deliverables and associated activities

Finance management (Beacon Fellowship and UKCF)
- Produce monthly management accounts with analysis of their implications
- Maintain accurate records of transactions on all programmes delivered by UKCF
- Undertake Company Secretary responsibilities for UKCF and Beacon
- Complete finance procedures as per the finance manual and internal audit report action plan:
  - Monthly cashflow reports
  - Bank reconciliations, bill payments and membership invoicing using Sage line 50
  - Credit control
  - Maintain fixed assets register
  - Liaison with payroll bureau for monthly payroll processing
  - Preparing for the statutory accounts including: Preparing draft accounts; preparing an audit file; carrying out accruals and liaising closely with the auditors at year end
  - Filing accounts and returns at Companies House and the Charity Commission
  - Other Board reports and management information reports for the Board & CEO and Senior Team as required

Office administration
- Management of office suppliers and supplies to budget: outsourced IT support; landlord’s agent; other equipment suppliers; stationery and other office consumables.

Meetings and events:
- Arranging and Board and Board Committee meetings (venue and notices)
- Managing the plan and process for producing Board papers;
- Managing consultation processes with members
- Managing the AGM, (venue and notices)

Project management
- Owning the delivery of projects as agreed with senior management producing good quality deliverables within budget and to time
- Initiating projects that the jobholder identifies that will result in a step change in UKCF effectiveness and/or efficiency
- Bring to market quickly and to a high quality new ways of working that reduce UKCF costs and improve the quality, timeliness and reliability of information submitted to clients.
- Deliver increased income through the provision of excellent levels of service – to external clients and members.
- Build a deep understanding of both current and future business needs and member requirements over the medium term to support the development of new ways of delivering work to achieve business plans.
- Lead the preparation, development and delivery of projects, plans and budgets, monitoring progress against targets and taking corrective action if necessary to get back on-track.
- Keep up to date in area(s) of expertise (ensuring that reporting staff do likewise) and lead research activities, as appropriate, in order that UKCF is aware of and able to take advantage of new developments.
• Identify emerging trends to provide the basis for the continual development and improvement of services.
• Build and maintain relationships with a full range of all internal and key external stakeholders and partners to make sure that products and services are welcomed by community foundations and are attractive in the market
• Take the lead on identified projects as agreed with the CEO

**Business Planning and Budgeting**
• Work with the CEO and other directors to develop annual budgets
• Prepare longer term budget projections in line with strategic plan
• Take the lead on developing and updating operational plans
• Manage the risk register in liaison with the CEO
• Create and embed collaborative processes to ensure teams work well together

**Required knowledge, skills and experience**
• Relevant accounting qualification (ACCA or CIMA)
• Communicates effectively, including with clients, in a style appropriate to the audience
• Able to represent UKCF well to members and externally acting as an effective ambassador
• Financial management skills and qualifications including the production of management and statutory accounts
• Financial and commercial awareness sufficient to support UKCF senior staff with financial plans, budgets and forecasts
• Proven capacity to identify and manage financial risks
• Proven management capability, particularly in a supporting and enabling role
• Excellent planning and organisational skills
• Excellent IT skills, demonstrable experience of using SAGE Line 50 to help UKCF implement systems
• Experience of using Salesforce or similar database desirable.
• Awareness and analytical skills so that the office processes support UKCF planned priorities
• Capacity to develop a good understanding of UKCF members
• Experience of making ideas become operational reality quickly and effectively through incepting projects and good project management expertise
• Negotiating and influencing skills relevant for a membership organisation with multiple stakeholders
• Familiarity with or capacity to develop a good understanding of the charity sector, political environment and surrounding regulatory and legislative issues
• Familiarity with Office 365 and cloud-based systems

**Behaviours**

- **Commitment:** You are personally committed to and interested in the vital work of UKCF and its network of Community Foundations
- **Team working:** You are a good team player, developing effective and supportive relationships with their colleagues by showing them consideration and creating a sense of team spirit and enjoyment.
• **Flexibility:** You are willing and able to adapt your thinking and behaviour to suit different situations. You see the value of alternative views to issues and are enthusiastic and supportive of change. This includes being able to embrace new thinking, develop new solutions and change your plans quickly in order to react to changing circumstances.

• **Delivery focus:** You are, in an environment where there are multiple stakeholders and many opportunities, willing and able to help stakeholders articulate their views, listen, draw conclusions, communicate decisions made and move to produce results quickly and effectively with all stakeholders understanding why the actions were taken.

• **Membership understanding:** You are able to understand the needs of UKCF’s membership and you are able to use this knowledge to promote excellent customer service to maximise opportunities for UKCF and Members.

• **Communication:** You are an effective listener and able to discern what individuals and groups really mean. You speak confidently, and fluently, in a way which holds others’ attention with appropriate pace and level. You have good written communication and you are fluent, clear, and concise and can adapt the style of your communication to suit the audience at which the communication is aimed.

• **Organisation:** You can plan your own time effectively and create your own work schedules, prioritising and preparing in advance to realistic timescales. You approach tasks with a keen focus on getting the job done correctly and are able to follow them through to the last detail.

• **Ambassadorial:** You are willing and able to make sure your own behaviours reflect those of UKCF and act in a manner that supports the culture. You treat the values of UKCF as important and work with the good of UKCF always in mind seeking to benefit communities through the work of community foundations.