

Job Description and Person Specification

Post: Finance Lead

Salary: £40,000 pro rata

Hours: Approximately 30 hours **per calendar month**, worked flexibly

Reports to: Chief Executive Officer

Works closely with: Treasurer and Finance Committee

Contract: Permanent

Location: Hybrid - RAD Office in Matlock and remote

Working hours will flex month to month, with increased input typically required at month end, quarter end, year end and during audit or inspection periods.

Purpose of the Role

The Finance Lead supports the Board of Trustees and Chief Executive Officer by providing independent professional oversight and assurance on the charity's financial management, internal controls and regulatory compliance.

The role plays a key part in helping Trustees meet their legal duties to safeguard the charity's assets, ensure financial sustainability and make informed, transparent decisions. This includes ensuring that appropriate financial systems, policies and controls are in place and operating effectively.

The Finance Lead provides senior strategic input and assurance rather than undertaking day to day finance processing, which is carried out by the Finance & Data Administrator.

Financial Management, Controls and Compliance

- Provide senior oversight of the charity's financial management framework, ensuring it is fit for purpose, proportionate and compliant with charity and company law.
- Ensure robust budgeting, forecasting and financial monitoring arrangements are in place.
- Lead the preparation of annual statutory accounts and oversee the Independent Examination process.
- Ensure management accounts and financial information are accurate, timely and clearly presented for Trustee decision making.

- Maintain and review financial policies, procedures and internal controls.
- Ensure banking arrangements, mandates and authorities are kept up to date.
- Monitor developments in accounting and regulatory requirements including Charities SORP.

Governance, Risk and Trustee Support

- Act as the professional finance lead supporting the Treasurer and the Finance Committee, including attending quarterly Finance and Board meetings (mostly online).
- Provide clear financial insight and commentary to Trustees.
- Identify, assess and communicate financial risks and opportunities.
- Support completion of statutory and regulatory returns including Charity Commission and Companies House filings.
- Support strong financial governance and best practice.

Financial Systems and Operational Oversight

- Provide strategic oversight of the charity's accounting and finance systems.
- Lead planning for future replacement of the accounting system by December 2027.
- Oversee payroll, pensions, expenses and financial reconciliations.
- Ensure appropriate financial controls and separation of duties.

Staff Support and Financial Capability

- Provide professional oversight and mentoring to the Finance & Data Administrator.
- Ensure financial procedures are documented and consistently applied.
- Act as a trusted source of financial advice across the organisation.
- Work closely with the Operations Manager to support financial oversight of organisational insurance, contract renewals and other key organisational commitments, ensuring value for money, appropriate cover and alignment with RAD's risk profile.

General Duties

- Act in the best interests of Rural Action Derbyshire at all times.
- Maintain confidentiality and act with integrity and professionalism.
- Undertake professional development to remain up to date.
- Carry out other duties appropriate to the seniority of the role.

Person Specification

Experience

Essential

- Significant experience operating at a senior finance level.
- Experience advising senior leaders or Boards.
- Experience producing management accounts and financial reports.

Desirable

- Experience in the charity or not for profit sector.
- Experience using Access Financials or similar systems.

Knowledge

- Professionally qualified accountant (ACCA, ACA, CIMA or equivalent).
- Strong understanding of Charities SORP and financial governance.

Skills and Attributes

- High professional credibility with Trustees.
- Ability to explain financial information clearly to non-finance people.
- Strong analytical and organisational skills.
- Ability to manage responsibility within limited flexible hours.
- Commitment to integrity, RAD's mission and values.