

Habitat for Humanity Great Britain

Job Description

Post Title:	Finance Director
Location:	HFH GB Slough office
Flexibility:	Habitat for Humanity Great Britain is seeking to grow in order to maximise its contribution to its vision and mission. Inevitably this means the organisation must adapt to be successful with a strong management team. It is a requirement of the post holder to be flexible in terms of location (within reason), line management, and duties and responsibilities. Your statutory rights are not impinged by this flexibility clause.
Role:	<p>The organisation is in transition, and the Finance Director will have a dynamic role in helping to grow it while establishing best practice in all areas of finance.</p> <p>This is a leadership role requiring energy, commercial insight and setting a professional example and high standard to drive business success and social impact. Working closely with the Chief Operating Officer and National Director, the postholder will provide wise counsel and reassurance to multiple stakeholders on all matters financial, including to the Board and its various members and sub-committees, the ND and other SMT colleagues, direct reports and other staff, and external partners including, banks, auditors and others.</p>
Personal traits:	Dynamic leader; team player and SMT member; strong external customer focus and internal customer awareness; ambitious for the organisation and self; can-do attitude; bright; experienced; flexible; and a strategist with strong commercial 'DNA'. Business partner with COO and National Director for strategic business decisions.
Staff Responsibilities:	Finance Officer
Purpose:	To provide financial leadership and service to the charity.
Responsible to:	Chief Operating Officer

DUTIES

1. Compliance & Financial Accounting: Prepare year-end accounts and statutory consolidated accounts for HFHGB,
2. HFHGB (Homes), any other Habitat companies in GB and an overall consolidation. Manage the interface with the charity's auditors, and ensure a clean audit report.
3. Business Management: Prepare and develop timely, concise and accurate monthly, quarterly and annual summary and detailed reports for management, Board, the international area office of Habitat for Humanity and other stakeholders as required. Provide financial analysis and reports to other departments, including the fundraising, communications and operations teams as needed, and working collaboratively and decisively, to support the organisation in interpreting business intelligence.
4. Select and manage the accounting, payroll and other systems. Take responsibility for the development of financial systems, Internal Controls processes, measuring and managing

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the financial performance of the charity, by using whatever financial reporting tools may be appropriate.

5. Prepare, review and document business processes and procedures. Work with staff to educate, develop and maintain documentation and organisational understanding of finance procedure manuals.
6. Assist in the training and support of colleagues, staff and volunteers at all levels, in financial matters and reporting, and support associated operational decision making.
7. Prepare, enhance and deliver monthly, quarterly and annual reports with commentary to meet the needs of management, the Board of Directors, the HFHI EMEA and other stakeholders.
8. Business Planning: Work with members of the management team to help prepare annual budgets, operational and business plans (including a budget and plan for the finance function). Work with local HFH community groups to consolidate their financial plans into the national plan where applicable.
9. Business performance management: work with the National Director to agree on annual goals for the charity and to develop processes for the regular review of performance. To work with colleagues to establish the systems to collect, store and analyse information required to measure and manage performance in all areas of the charity's work.
10. As needed, make the case for the recruitment of additional business support, including consultants, and lead the recruitment / selection process.
11. Ensure that the finance team maximise team and individual performance against individual and organisational goals and objectives, conducting regular reviews and reporting progress. Identify and take action to improve performance.
12. Build a high performing function and team to inspire the organisation, ensuring that all staff and volunteers, at whatever level, are equipped with the competencies, confidence and commitment to maximise their contribution to the organisation.
13. With the COO, take responsibility for all aspects of IT Service delivery, hardware and software alike. Support existing computer and communications systems currently provided through an IT support contract. Manage the strategy and development of the IT systems, including office networking; plan and coordinate IT training needs. Manage the interface with external service providers as required, and ensure flexible and reliable remote working for all staff and other users across all sites and remotely.
14. Building services subsidiary: Take responsibility the business performance of Habitat for Humanity GB (Homes), ensuring a firm and stable financial platform, and sustainable financial performance.
15. General Administration: manage office administration and services including, among others, maintenance and security contracts; and procurement of materials and services as needed.
16. Work with the charity's insurance brokers, to secure optimal risk management, ensuring accurate and timely insurance record-keeping of services for and through HFHI.
17. Manage the relationship with legal advisors for the charity, working with the Company Secretary, ensuring compliance with charity legislation and best practice.