



Job Title:	Chief Finance & Operating Officer
Responsible to:	Chief Executive Officer
Hours of work:	28-35 hours per week  [candidates to clearly advise on application their preferred hours and working pattern]
Contract Type:	Permanent
Job Location:	Meadowfield, Durham is the current office base, however, the organisation works in a hybrid mode with staff spending at least 60% of their time each week in the office.
Area of Work:	County Durham and Tees Valley
Annual Leave:	28 days + Bank holidays (pro rata based on 35 hour week)
Salary:	£52,500 per annum (pro rata based on 35 hour week)
Date:	April 2022

### **Introduction**

County Durham Community Foundation (Foundation) works with local communities to fund projects that fight poverty and enrich lives. Founded 27 years ago, the Foundation connects people who love to give with local causes that really matter.

We are an independent grant-making foundation: working with individuals, families and local businesses who want to put something back into their community, either in their lifetime, or through leaving a legacy.

By joining our small, fast-paced team of 11, you'll find great satisfaction in joining the charity sector and knowing that your working day makes a big difference. As a small team, it's crucial that the successful candidate appreciates our core values. We are ambitious, vocal, passionate, adaptable, respectful and trustworthy, so if that sounds like you, we'd love to hear from you. This Financial Year, we have awarded £4.75million in grants, and we work hard each and every year to bring money into our local communities by winning new funds and building our endowment, which currently stands at c£19million. The successful candidate will join us at a time of growth, as we seek to do even more to help people in County Durham and Tees Valley today and in the future.

### **Job Summary**

Reporting to the Chief Executive and working as part of the senior management team (SMT), the post holder will manage all the Foundation's finance and resources and help to maintain an effective organisation that can achieve the organisation's ambitious goals.

The role will be at the heart of our reputation for high standards and strong structure and will appeal to a candidate who can create policies that work for real life, bring efficiency and ambition to the way we do things and support our mission to fight poverty and enrich lives through strategic relationship building.

The role will line manage the Finance Team and any future staff and volunteers in their area of responsibility.



## **Main responsibilities**

### **Strategic Management**

1. Working with the Senior Management Team (SMT) to support the Chief Executive to set and lead the Foundation's strategy and culture, to build a modern, digitally enabled, financially robust and high performing organisation;
2. Develop and monitor business and operational plans to achieve the Foundation's objectives and to maintain an effective, growing organisation whose impact is deepening;
3. Gather and interpret data regarding the Foundation's financial performance, progress against its objectives and external issues in order to inform and evaluate the Foundation's strategy;
4. Develop and maintain external relationships to support the Foundation's strategy e.g. supporters, potential supporters, local authorities, companies, charities, banks, investment managers and community groups;
5. Engage with UK Community Foundation (UKCF) on finance and operational matters affecting the national network of community foundations ensuring the organisation is aware of developments and as appropriate seeking learning from other Community Foundations;
6. Report to the Chief Executive and Board and service sub-committees (currently Resources and Policies Committee and Audit Committee) relevant to the areas of responsibility of the post; and
7. Together with other SMT colleagues deputise for the Chief Executive as required.

### **Financial Performance and Management**

1. Manage all financial systems and processes ensuring they are in line with Charity and accounting law, guidance and best practice;
2. Oversee the preparation of financial plans, budgets (including 3 year forecasts), management accounts and reports;
3. Manage the annual audit and preparation of annual accounts;
4. Manage the organisation's payroll, pension scheme and any other employee benefits, liaising with the payroll company and pension providers as needed;
5. Ensure systems are in place to provide adequate financial oversight including agreed budgets, monthly and quarterly management accounts, Donor Fund Statements, end of year statutory accounts and investment accounts.
6. Liaise with the Foundation's Investment Managers, receive and oversee the inputting of annual and quarterly fund valuations and oversee the transfer funds in accordance with the organisation's policies;
7. Maintain oversight of all bank accounts (including Flagstone cash management portal) and assets held by the Foundation and advise the Resources and Policies Committee on appropriate banking arrangements;
8. Prepare monitoring information on the capital value of investments and apportion fund



investment performance and administration charges to each Donor Fund in accordance with policy.

### **Governance**

1. Service the Resources and Policies Committee, Audit Committee and main Board;
2. Maintain and continually develop the Foundation's policies and procedures, ensuring compliance with all legal and financial requirements;
3. Maintain appropriate insurance for all aspects of the Foundation's operation;
4. Take oversight of compliance of the organisation with Health and Safety in line with Foundation policies;
5. Hold the role of Data Protection Officer and ensure statutory compliance;
6. Ensure all staff and volunteers are cognisant of GDPR and that operational practices meet data management requirements;
7. Maintain the risk register ensuring that it is considered by each relevant committee and the Management team on a regular basis and actions identified completed;
8. Monitor changes in financial and charities legislation in relation to charitable governance, giving and investment activities;
9. Manage the Foundation's quality accreditation process and submissions to UKCF;
10. Manage the Foundations annual audit with ENTRUST (Landfill Community Funds);
11. Maintain the Foundation's records and reporting to Companies House , the Charity Commission, HMRC, ENTRUST. Pensions Regulator, ICO as required.

### **Human Resources**

1. Manage the Foundation's HR system (Breathe HR) for all staff, training staff in its use as needed;
2. Act as main point of contact for the external HR advisors;
3. Assist the SMT to develop and maintain systems for organisation-wide planning, goal setting, training and review;
4. Liaise with HR advisors to ensure that employment policies and the employee handbook are up to date;
5. Oversee administration of HR systems such as recruitment, appraisals and training;

### **Management of systems and processes**

1. Have overall management responsibility for all operational systems of the organisation;
2. Ensure that organisation processes minimise risk of fraud;
3. With the SMT ensure that the Foundation's IT, office, communications, finance and customer relationship/ grant management systems are effective, up to date and meet the



needs of the organisation;

4. Provide support and training to other members of staff or trustees on systems and software;
5. Ensure the organisation remains vigilant to cyber security threat through engagement with Cyber Essentials;
6. Manage the IT budget ensuring value for money and that the organisation remains abreast of digital developments;
7. Manage the contracts of the IT support provider and telecoms provider ensuring appropriate equipment, service and systems are in place.

### **Operational**

1. Hold responsibility for ensuring that office facilities are appropriate to the changing needs of the organisation;
2. Act as relationship holder with the office landlord and other tenants in the building;
3. Ensure all Health and Safety compliance is met e.g. annual PAT testing;
4. Ensure arrangements for staff when working from home are appropriate and in line with Foundation policies;
5. Manage data archiving and retention of records for the whole organisation;
6. Ensure risk assessments are undertaken for activities and events as appropriate;
7. Own the business continuity plans ensuring they are appropriate to changing needs of the organisation.

### **Other**

- Undertake any other duties consistent with the purpose of the job as required by the organisation
- Carry out the duties and responsibilities of the post at all times in compliance with all of County Durham Community Foundation's policies, including Equal Opportunities and Health and Safety

*This job description is not exhaustive; it merely outlines the main duties and is subject to change in consultation with the post holder and should be reviewed annually.*



## **PERSON SPECIFICATION**

### **Key Qualifications, Experience and Characteristics**

The ideal candidate will appreciate and resonate with our core values (we are ambitious, trustworthy, respectful, vocal, passionate and adaptable) and feel motivated by our mission to fight poverty and enrich lives in County Durham and Tees Valley.

The successful candidate is likely to have had at experience working at a senior level. Additional requirements are:

- Results - proven track record of exceeding goals; evidence of the ability to consistently make good decisions through a combination of analysis, experience, and judgment; high level of business acumen including successful P&L management; the ability to balance the delivery of projects against the realities of a budget; and problem solving, project management, and creative resourcefulness;
- Strategic Vision and Agility - ability to think strategically, anticipate future consequences and trends, and incorporate them into the organisational plan;
- Capacity Building — ability to effectively build organisation and staff capacity, developing a first-rate workforce — and the processes that ensure the organisation runs smoothly;
- Leadership and Organisation - a team builder who has experience in scaling up organisations; work collaboratively with colleagues, ability to connect staff both on an individual level and in larger groups; capacity to enforce accountability, develop and empower quality leaders from the bottom up, and learn the strengths and weaknesses of the team so as to put people in a position to succeed;
- Action Oriented — enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular decisions when necessary;
- General Management — thorough understanding of finance, systems, and HR; broad experience of the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources;
- Appropriate professional qualifications e.g. Fully qualified Accountant - ACA, CIMA, ACCA, CIPFA or equivalent, or appropriate business qualification.

***County Durham Community Foundation operates a no-smoking policy on site and all employees are required to adhere to their responsibilities towards both health and safety and the law. County Durham Community Foundation strives to be an equal opportunities employer.***

### **The role attracts the following additional benefits.**

- The organisation is currently working in a “hybrid mode” with staff spending at least 60% of their time of each week in the office
- Pension: The organisation operates a stakeholder pension scheme with up to 5% matched contribution from employer
- Pleasant modern office environment with free car parking, tea and coffee provided.



County Durham  
**Community Foundation**

- Cycle to work scheme
- Mediacash healthcare, critical illness cover and death in service benefit