

# Job Description Finance Director

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Job Title: **Finance Director**  
Reporting to: **Chief Executive Officer**  
Salary: £40,000 - £41,500+ depending on experience

Hours: **35hrs. per week | Monday to Friday**

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| **Job Purpose** |

Reporting initially to the CEO, quarterly to the Trustees and liaising with the management team, to manage all aspects of the financial business of ADHD Foundation Neurodiversity Charity (ADHDF), and in partnership with the CEO, Directors, and managers, to actively contribute towards ADHDF decision making process.

Support the entrepreneurial strategy to develop sustainable traded services that resource charitable activity while ensuring the financial sustainability of the Charity.

Working with the finance team, ensure adherence to company and charity commission protocols for financial management of NGO’s through innovative approaches and use of emerging technologies, business models and their interface with public and private sector partners, grant funders and philanthropists.

Operate professionally and collaboratively with colleagues, with integrity, commitment, kindness, and embrace the culture of optimism, enabling and empowering colleagues as a dynamic team player who enjoys their career and thrives in a fast paced, values driven and commercially successful working environment.

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| **Function** |

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| To effectively and efficiently manage the finance function of ADHD Foundation Neurodiversity Charity and play an active role in the financial strategy for the Foundation’s growth and impact.  **Key Tasks** |

• To manage ADHDFNC finances, ensuring that sufficient monies are available for ADHDFNC

a) to meet its ongoing operational requirements

b) to develop its service

• To manage the business aspects of ADHDFNC

• To play a major part in the development and growth of ADHDFNC

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| **Duties & Responsibilities** |

**1. To manage ADHDFNC finances, ensuring that sufficient monies are available to meet its ongoing operational requirements and to develop its future service delivery**

* To manage ADHDFNC day to day finances, including the administration of statutory streams including monthly management accounts reporting to CEO, Deputy CEO and Board of Trustees.
* Play a key roles in the development of traded services, entrepreneurship and business strategy
* To control costs and spending
* Manage all aspects of purchase and sales ledger with the CEO & Dep CEO
* To operate ADHDF Gift Aid scheme and produce reports on income schemes, such as ‘Just Giving’ etc
* Support the identification, application process, project implementation and financial controls of grant funded activity and grant fund monitoring working collaboratively with the management team.
* Communicate skilfully with the leadership team and colleagues to monitor and manage respective budgets and produce interim and final grant and contract reports to funders & customers.
* To ensure financial controls are in place and operate successfully across the organisation.
* Produce quarterly department reports to assist with pricing structures for specific services
* Robust management of credit control
* To adhere to the requirements of both Companies House and the Charities Commission with regard to financial undertakings.
* Innovate and implement cost efficient systems and employ innovative use of technology and emerging artificial intelligence applications to optimise profitability of traded services and build financial reserves.
* Support the CEO & Deputy CEO in the identification of new revenue streams, investment opportunities, innovation and capacity building.

**2. To manage the business aspects of ADHDFNC.**

* To lead on the creation of the Company’s annual audited accounts and Charity Commission / Companies House reporting.
* Produce monthly management accounts reports.
* To lead on the creation of management accounts, budgets and cashflow that meet the varying needs of the Board of Trustees, CEO and other staff
* To ensure that salaries, pensions and other similar functions and transactions are managed efficiently and in a timely fashion.
* To overview HR procedures.
* Ensure correct Public & Professional Liability insurances are robust and review other memberships e.g. BACP
* To produce financial statistics as needed to provide to funders, commissioners, the Board or others.
* To attend Board meetings and sub-committee meetings as required by the CEO, Deputy CEO and Board, and to input to those meetings from a financial perspective
* To undertake the financial aspects of projects as they arise
* To act as Company Secretary for the charity (TBC)

**3. To play a major part in the development of ADHDFNC**

* To play an active role in the strategic development of new projects at ADHDFNC
* To stay appraised of developments in the charity sectors, to be able to feed into the strategic development process.
* Employ an entrepreneurial and dynamic approach to income generation and business development.
* Liaise with external agencies to manage statutory contracts e.g ICS, NHS Trusts and Local Authorities.

**4. Other**

To be aware of and implement all ADHDFNC policies and procedures, particularly as required under legislation or recommended good practice/code of conduct.

In accord with ADHDFNC’s equal opportunities policy, strive to promote equality of opportunity in all areas of the ADHDFNC activities.

To participate in staff meetings and training as directed.

**The function, duties and responsibilities identified are not necessarily exhaustive or restrictive. Other duties may be further advised by the CEO or Directors, which are also commensurate with the post.**