

Job Description: Finance Director

Duration: Permanent

Salary: SL2, London, 70K- £80K *Dependent on experience*

Location: Flexible, 1-2 days per week in London Office and occasional travel to Avon Tyrrell, New Forest

Reporting to: Chief Operating Officer

Department: Charity Services

Key working relationships: Finance team, Charity Services department, External Relations department; Leadership team, the Board, teams from across the organisation.

Purpose of the job

We are looking for an experienced Finance Director to oversee all financial aspects of the organisation and drive the Company's financial strategy and planning.

The Finance Director will lead UK Youth's financial strategy, ensuring long-term financial health and sustainability while advancing the organisation's mission to empower young people to thrive and succeed at all life stages. This role is integral in providing strategic leadership in financial management, driving comprehensive financial planning, budgeting, forecasting, and reporting processes that align with UK Youth's overarching goals.

As a senior advisor to the Executive Team and the Board of Trustees, the Finance Director will provide strategic insights and financial recommendations, influencing high-level decision-making and long-term organisational planning. In addition, they will champion the development and performance of the Finance team, promoting a culture of excellence, innovation, and continuous improvement.

This role demands a proactive, dynamic leader capable of balancing visionary strategy with hands-on management. By leveraging technological advancements and industry best practices, the Finance Director will optimise financial operations across the organisation, ensuring efficiency and driving sustainable success.

Why work at UK Youth?

UK Youth is a leading charity committed to empowering young people to thrive and make meaningful contributions at every stage of their lives. We strengthen and support the youth sector in delivering high-quality, youth-led, and evidence-based outcomes. By joining us, you will help tackle the critical underinvestment in youth services, promote cross-sector understanding of the value of youth work, and champion equitable access to opportunities for all young people.

Reporting

Line Manager

The Finance Director will report directly to the Chief Operating Officer (COO) and will work closely with the Executive Team, Finance Committee, and Board of Trustees, including a close working relationship with the Board's Honorary Treasurer.

Direct Reports

The Finance Director will oversee the Finance Team and will ensure collaboration across departments to integrate financial considerations into all organisational activities.

Key responsibilities

Strategic Financial Leadership

- Lead the formulation and execution of UK Youth's financial strategy, ensuring alignment with organisational goals and driving long-term financial sustainability.
- Serve as a key financial advisor to the Executive Team, Finance Committee, and Board of Trustees, including a close working relationship with the Treasurer, providing strategic insights, scenario planning, and high-level financial recommendations.
- Oversee the organisation's financial planning, budgeting, and forecasting processes, ensuring they are robust, accurate, and support strategic initiatives. Utilise advanced financial modelling to predict future performance and inform strategy.
- Provide strategic financial analysis and oversight of social investment and commercial financing opportunities, in addition to grants and trust funds.
- Establish and maintain rigorous financial performance monitoring systems, identifying trends, opportunities, and risks, and ensuring timely, data-driven decisions.

Financial Management and Compliance

- Ensure strong financial controls are in place, safeguarding UK Youth's assets and ensuring the accuracy of financial reporting.
- Lead on tax compliance, including corporate tax legislation, charity taxation, and all relevant financial regulations, including Charity SORP.
- Manage relationships with external auditors, HMRC, and other key stakeholders to ensure full compliance and transparency.
- Identify, assess, and manage financial risks across the organisation, implementing robust risk mitigation strategies to protect UK Youth's financial position.

Commercial Acumen and Growth

- Identify and capitalise on commercial opportunities to enhance UK Youth's financial resilience. Collaborate with the Income Generation and Network Delivery teams to drive income generation and ensure financial sustainability.
- Provide financial oversight and analysis of contracts, grants, and funding bids, ensuring they are financially viable and align with UK Youth's strategic goals.
- Manage the organisation's investment portfolio, balancing risk and return to maximise financial stability and growth. Develop and implement investment policies that align with UK Youth's ethical and financial goals.

Technological Integration and Innovation

- Drive the adoption of technological solutions to improve financial operations, reporting, and analysis. Ensure that UK Youth's financial systems are effective and support the organisation's strategic needs.
- Champion a culture of innovation within the finance team, encouraging the exploration and implementation of new technologies and methodologies to enhance financial management, reporting, and increasing productivity.

Team Leadership and Development

- Lead, mentor, and develop the Finance team, fostering a high-performance culture that values continuous learning, innovation, and excellence.
- Implement effective performance management and professional development plans to build a resilient and capable finance team. Ensure succession planning is in place to maintain continuity in key financial roles.
- Promote strong collaboration between the Finance team and other departments, ensuring financial considerations are integrated into all organisational activities and decision-making processes.

Communication and Stakeholder Engagement

- Ensure clear, effective communication of financial information to both financial and non-financial stakeholders, presenting complex financial data in an accessible way.
- Prepare and present financial reports, business cases, and strategic updates to the Executive Team, Finance Committee, and Board of Trustees, ensuring they are fully informed of UK Youth's financial position, risks, and opportunities.
- Act as an ambassador for UK Youth's financial integrity, representing the organisation at meetings with external stakeholders, funders, and partners.

Person Specification

Director Experience

- Qualified accountant (ACA, ACCA, CIMA, CIPFA, or equivalent) with extensive knowledge of financial and management accounting, a strong grasp of financial control frameworks, and expertise in cash flow and treasury management.
- Significant experience in a similar role, with a clear understanding of its responsibilities and requirements.
- Proven ability to engage and influence diverse stakeholders, including at Board level, by presenting complex information in a clear and concise manner to support informed decision-making.
- Demonstrable track record of successful leadership, including making complex decisions, providing recommendations, and acting as a champion for change.
- Deep involvement in the development and implementation of strategic plans.
- Experience producing financial statements and managing relationships with external auditors.
- Skilled in working closely with budget holders to ensure effective financial management.
- Proven capability in overseeing teams and guiding their work to meet objectives.
- Experience working within the voluntary sector.

Knowledge, skills and understanding

- Empathy with the needs of young people.
- Excellent written and verbal communication, including with senior stakeholders.
- Ability to interpret financial data, evaluate financial risks and clearly communicate financial information through reports.
- Strong knowledge of the Charity SORP and tax requirements.
- Excellent IT skills, especially with Microsoft Excel and computerised accounting systems.
- Awareness of opportunities for efficiency offered by developing technology such as automation and AI.
- Very strong attention to detail and accuracy.

This post is subject to receipt of two satisfactory references, an enhanced DBS check, and the Right to work in the UK. Please note that this job description is subject to change. If there is a significant change, we will discuss it with you before making any final approvals and commitments.

This job description does not form part of your contract of employment. The organisation may require you to undertake any duties within your skills and capabilities that the organisation

reasonably considers necessary to meet business needs.