TOUCHSTONE

**JOB DESCRIPTION**

**DIRECTOR OF FINANCE & RESOURCES**

Salary: From £63,294 to £66,601 pa

Hours: 37 hours per week

Responsible to: Chief Executive Officer

Employing body: Touchstone – Board of Trustees

Responsible for: Finance Team and IT Support Staff

Location: Leeds

**PURPOSE OF THE JOB**

* Responsible for the effective leadership and management of Touchstone’s financial and resources (includes oversight of Touchstone sites, physical assets and IT infrastructure) function to ensure financial stability and maximum return on resources.
* To play a key role in Touchstone’s Senior Leadership Team (SLT) and ensure finance and resource matters influence and informs strategic decision making.
* To ensure that effective monitoring takes place, that accounts are properly reported, that treasury management is effective, and that payroll and pension systems are robust.
* To support the CEO in ensuring Health and Safety compliance across all Touchstone sites/estates.
* To be responsible for all aspects of the organisation’s IT and digital infrastructure including management of Digital/IT support staff and external IT providers.
* To lead a central Finance team and IT staff resources.
* To operate as Touchstone’s Company Secretary and support the Board of Trustees accordingly.

1. **FINANCE AND RESOURCE MANAGEMENT**
   1. To oversee, co-ordinate and monitor all Touchstone’s finances, ensuring the maintenance and regular review of accounting systems, procedures and internal control mechanisms.
   2. To ensure that the agreed recommendations of internal and external auditors are implemented and ensure effective arrangements are in place so that the Auditor’s report is unqualified and on time.

1.3 To ensure that systems are in line with good financial practice and in accordance with agreed financial policy and statutory requirements.

* 1. To ensure that a system of authority levels is in place, that is properly authorised and communicated within Touchstone, as well as adhered to.

1.4 To prepare the organisation’s annual budget, and any other budgets, as required and obtain the approval of the Board, via Finance and Development Committee.

1.5 To provide regular management accounts and cash flow projections to the Chief Executive, Senior Leadership Team, Finance and Development Committee and Board including accurate ongoing financial analysis.

1.6 To prepare annual financial statements at the financial year-end and to liaise with the auditor.

1.7 In collaboration with the Director of People & Culture, to ensure the smooth operation of Touchstone’s payroll system and to deal with all Inland Revenue, National Insurance and pension matters.

1.8 To provide oversight of the finance function and leadership of staff resources, in line with the policies and procedures and values of Touchstone.

1.9 To liaise with Touchstone’s bankers, commissioners/funders, contractors and other relevant agencies, as required.

1.10 To oversee the organisation’s inter-agency contract agreements including Service Level Agreements.

1.11 To invest and manage any cash reserves as approved by Finance and Development Committee.

1.12 To service the Finance and Development Committee together in partnership with the Director of Business Development and Risk and undertake any work arising from meetings.

1.13 To work closely with the Director of Business Development and Risk and the Senior Leadership Team (SLT) to formulate and implement the organisation’s income generation strategies, including budget modelling for new services and retenders.

**2 PLANNING**

2.1 To co-ordinate the year’s financial timetable incorporating monthly processing deadlines and monthly management reporting. Ensure that audit, budget, service contract and year-end account timetables and statutory deadlines are met.

2.2 To produce updated budget forecasts as and when required by the organisation and presented to the Finance and Development Committee and to the Board.

2.3 Develop and deliver an annual forward plan for the Finance and Development Committee in partnership with the Director of Business Development and Risk

2.4 As a member of SLT, contribute to the development of Touchstone’s vision, objectives and Strategic Business Planning process.

2.5 Review and/or develop policies within the Director of Finance and Resource’s portfolio area in line with the policy review forward plan.

3 **RISK MANAGEMENT**

3.1 To manage the risk register for delegated areas that details any risks and Touchstone’s responses and to keep under regular review. Update the Board, via the Finance and Development Committee, on new risks identified, changes to risk scores and any mitigations.

3.2 As a member of SLT, to ensure that there is an effective risk management strategy and that appropriate actions are taken, and reported, in accordance with Touchstone’s internal control mechanisms.

3.3 To support the Director of Business Development and Risk in preparation for and at

the Risk and Audit Committee meetings.

**4 HEALTH AND SAFETY**

4.1 To support the CEO for ensuring all aspects of Health and Safety arrangements are being implemented and are fit for purpose in all Touchstone sites.

4.2 To manage contracts with external providers for services such as building maintenance, window and internal cleaning, gardening etc and to assist in monitoring the quality of services that are provided.

**5 INFORMATION TECHNOLOGY AND DATA PROTECTION**

5.1 To oversee the development, management, maintenance and security of the organisation’s IT infrastructure network systems with the support of internal IT staff resources and where appropriate external specialist IT providers commissioned to maintain the systems. To ensure a fit for purpose IT service that operationally delivers a service to suit the changing needs of the organisation.

5.2 To advise the Chief Executive, SLT and Board of Trustees of any new developments, risks and IT requirements for the organisation as they arise.

5.3 To be responsible for the commissioning of the IT and digital infrastructure, when required.

5.4 To ensure robust cyber security arrangements are in place, regularly reviewed and communicated across the organisation.

5.5 To ensure Touchstone’s Digital and IT function operates securely within information governance and data protection legal requirements/regulations.

5.6 To be the organisation’s statutory Data Protection Officer (DPO) working closely with the Information Governance lead (Deputy CEO) ensuring Touchstone meets and is compliant with Data Protection legislation and regulations.

**6 MANAGEMENT OF STAFF**

6.1 To lead the Finance and IT staff team and ensure that all staff adhere to the policies and practices of the organisation.

6.2 To provide ongoing supervision and ensure that annual appraisals and objectives for staff are completed on time.

6.3 To identify and facilitate training and development opportunities for staff, in line with Touchstone’s Training and Development Policy.

**7 COMPANY SECRETARY ROLE**

7.1 With direction from the CEO and the Chair to undertake the role and responsibilities of Company Secretary including filing Annual Returns and Financial Statements within prescribed time limits including organising AGMs, maintaining Touchstone’s statutory books and records and following the procedures laid out in Touchstone’s Memorandum and Articles of Association.

7.2 To provide appropriate governance including compliance advice and guidance to the Board of Trustees.

**8 GENERAL**

8.1 As a member of SLT, to be a role model and leader, contributing to the development of Touchstone’s vision, objectives and Strategic Business Plan process.

8.2 You will be required to work flexibly to meet the needs of services/organisation including evenings e.g. to attend committee meetings, complete key pieces of work.

8.3 To provide information about Touchstone and its services to all those with an interest in the organisation's work.

8.4 To be supervised and appraised in line with the organisation's policy and procedures.

8.5 To operate within the values, aims, policies and practices of Touchstone at all times.

8.6 To be committed to, and implement, Touchstone’s inclusion and diversity policies and to actively promote these with the staff, Board and with service users and carers.

8.7 To be an active and effective member of the SLT and Touchstone’s wider management structure.

8.8 To keep abreast of legislation relating to the finance and resources portfolio and with SLT to consider its impact on Touchstone’s services.

8.9 To be aware of and employ the general practices of Touchstone’s Health and Safety and Safeguarding Policies and ensure these are adhered to at all times

8.10 To implement the Organisation’s policies, procedures and practices and, to comply with the aims of Touchstone at all times; to be committed to and implement Touchstone’s Equal Opportunities Policy and to promote this with staff.

8.11 To ensure that Data Protection, Health & Safety, Complaints Handling and Corporate Governance requirements are met.

8.12 To be an information asset owner ensuring information is dealt with in accordance with information governance, data protection and GDPR eg including carrying out data protection impact assessments, data flow, service records of process activity.   Also to prepare information in accordance with data subject access requests.

8.13 To ensure that staff attend mandatory training on information governance, data protection and GDPR and Policies are adhered eg Confidentiality, Communications, Internet, Email and Telecommunications and steps are taken to ensure that confidential information is secure e.g. service user data.

8.14 To part of Touchstone’s manager on call system, which involves being on call nights/weekend on a rota system and dealing with issues that may arise.

8.15 Any other duties consistent with the responsibility levels of this post.

**March 2024**