

## **Job Description**

<b>Job title:</b>	<b>Finance Director</b>
<b>Reporting to:</b>	<b>Chief Executive</b>
<b>Location:</b>	<b>Flexible/Hybrid with occasional work from our London office)</b>
<b>Budget responsibility:</b>	<b>Department budget</b>
<b>Management responsibility:</b>	<b>Head of Finance</b>
<b>Hours:</b>	<b>Full time, 35 hours over 5 days per week</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Salary</b>	<b>£62,770- £69,924per annum (incl. London weighting) or £58,486- £65,641 per annum (excl. London weighting)</b>

Living Streets is the UK charity for everyday walking, we know safe, attractive streets lead to healthy people, places and the environment. For over 95 years we have worked to create a nation where walking is the natural choice for everyday local journeys. Our flagship Walk to School campaign supports around 1,500 primary schools and encourages children and their families to walk to school through national schemes including Walk to School Week, and WOW – the walk to school challenge – making it one of the UK's leading behaviour change campaigns for children; to date we have seen 56m new walking journeys and 15.7m fewer car journeys at peak times.

This is an exciting time for Living Streets, with a new strategy evolving to our centenary, and a team focussed on delivering diversified income streams and growth programmes as our walking and wheeling environment continues to change.

### **MAIN PURPOSE OF JOB:**

The Finance Director will have the skills and experience to provide strategic financial leadership across the organisation and support a step change in our operations to deliver a sustainable future to our centenary and beyond. The role will ensure effective financial stewardship and reporting and provide leadership on governance to the organisation. The role will lead on building finance

business models and plans, developing reporting and ensuring their delivery. You will be committed to working within a purpose-driven organisation.

The post holder will provide leadership to a small team, fostering a positive culture, and work to develop the skills, capacities and processes within the team to ensure effective delivery of the finance service. This role requires a doer, someone who can get into the detail, build financial relationships at pace and confidently lead a team through change as we embed Dynamics Business Central and Monday.Com across the charity and look at automated systems to improve efficiencies.

Building effective relationships with the Senior Leadership Group (SLG) and Senior Management Team (SMT) will be essential for the role holder who will ensure a first-class business partnering service is delivered.

They will report to the Board of Trustees, Audit and Risk Committee, Non-Executive Directors and will act as Company Secretary, ensuring that Trustees meet their legal and regulatory duties.

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **Strategic Financial Leadership:**

- Lead on developing the finance strategy and financial management including finance modelling, budgeting, forecasting and financial reporting.
- Develop business models to support a sustainable financial future, income growth and diversification.
- Collaborate with the Senior Management Team to support the Senior Leadership Group to shape and execute the charity's annual business plans.

### **Collaboration and Business Partnering:**

- Lead on effective business partnering across the charity to ensure effective financial planning, development of funding proposals, and effective delivery of grants and services.
- Develop effective relationships with SLG/SMT members to promote effective delivery, monitoring and reporting.
- Work closely with the CEO to ensure transparency, accountability, and alignment with the Board's expectations.
- Work with the Treasurer to improve financial reporting to the Board and Audit and Risk Committee.

- Develop effective relationships with ARC, Board and Non-Exec members

### **Financial Management:**

Working closely with the Senior Leadership Group and the Head of Finance.

- Oversee the final stages of implementation and continued evolution of the finance system.
- Drive cost-efficiency initiatives while maintaining a focus on quality and service outcomes.
- Oversee effective management of debt recovery
- Streamline processes and workflows to improve financial performance.
- Develop and implement operational policies, procedures, and best practices to enhance productivity and ensure compliance.

### **Financial Reporting and Analysis**

- Support the Head of Finance with year-end audit processes.
- Ensure year-end accounts are prepared in a timely manner with the Head of Finance.
- Lead liaison with the Treasury and Auditors for production of the Annual Report and Accounts.
- Deliver and develop internal reporting to support effective delivery of operations and use of resources
- Work with the Head of Finance on monthly management accounts and subsequent finance reports for the Boards.
- Provide regular reports to the Board of Trustees on operational performance, strategic initiatives, and financial matters.
- Ensure effective KPIs in place across the charity and lead on monitoring and reporting. Work with SLG/SMT to ensure effective delivery of KPIs

### **Governance and Risk Management**

- Ensure compliance with the Charity Commission, relevant laws, regulations, legislation and industry standards, maintaining the highest ethical standards, and undertaking the role of Company Secretary.
- Lead on overall risk management to ensure that embedded processes of risk identification, assessment, monitoring and mitigation of operational risks are managed.
- Implement effective governance practices to safeguard the charity's reputation and assets.

**People Management and Development:**

- Line manage and develop the Head of Finance.
- Lead, mentor, and develop a high-performing Finance Team, fostering a culture of accountability, collaboration, and continuous improvement.
- Establish performance goals and metrics for team members, offering regular feedback and development support.
- Promote an inclusive, diverse work environment that values employee engagement and professional growth.

Provide oversight of team structure and staffing requirements and manage performance processes within the department.

**Board and Committee Liaison:**

- Lead on production of transformation change papers for ARC.
- Attend Living Streets Board of Trustee and Living Streets Service's Board meetings to provide insights and updates on operational solutions, opportunities, and key achievements.

# Person Specification

Applicants must be able to demonstrate:

Essential Criteria	From application (✓)	At interview (✓)
<b>Experience</b>		
Significant experience in a finance director or senior leadership role, preferably within the charity sector	✓	✓
Experience of overseeing and improving internal operations, ensuring effective delivery across Finance and Governance	✓	✓
Extensive experience in advising and supporting boards or trustees on charity governance, financial compliance, and regulatory best practice		
Experience of developing models and systems to deliver a growth programme	✓	✓
Experience of leading a finance function or team, including line management responsibility	✓	
Proven track record of strategic financial planning and forecasting	✓	
Professional accountancy qualification (ACA, CIMA, CIPFA, ACCA)	✓	
<b>Knowledge and skills</b>		
Ability to be administratively self-supporting and work remotely with other team members	✓	✓
Ability to solve problems and deal with a range of complex issues simultaneously	✓	✓
Excellent financial management skills	✓	✓
Strong written and verbal communication skills	✓	✓
Solve problems at pace	✓	✓
Coaching and leading teams, bringing colleagues on the journey	✓	✓
Sound knowledge of charity accounting, charity law and regulations	✓	✓
Strong analytical skills with the capability to make data-driven decisions	✓	✓
Strong IT skills and experience of computerised finance systems and advanced spreadsheets skills	✓	✓
<b>Personal</b>		
Reliable person, with keen attention to detail	✓	✓

Self-motivated and 'can do' approach to tasks and challenges	✓	✓
High level of confidentiality, integrity and ethical approach	✓	✓
Commitment to equal opportunities and the ability to implement the Living Streets' Equality, Diversity and Inclusion policy	✓	✓
Understanding of, and commitment to, the agenda of Living Streets	✓	✓
Willingness to take responsibility for and implement corporate decisions	✓	✓

It would be preferable for applicants to also demonstrate:

<b>Desirable Criteria</b>	<b>From application (✓)</b>	<b>At interview (✓)</b>
<b>Experience</b>		
Experience working within the not-for-profit sector	✓	✓
Experience in strategic planning	✓	✓
Experience in supporting committees or working with volunteers	✓	✓
Experience In automating systems	✓	✓