



Director of Finance and Corporate Services

Salary: NJC point 52-59 (£56,281-£63,818)

Hours: 37.5 hours per week

Location: Homeworking negotiable but must be prepared to travel to HQ as necessary

Contract: Full-time, permanent

For an informal and confidential discussion about the role, please contact our recruitment partner:

Carroll Lloyd, Director, NFP Consulting

T: 07765 001 033

E: carroll.lloyd@nfpconsulting.co.uk

How to apply

Closing date: ASAP: www.nfpconsulting.co.uk/dhi

Please provide a full CV i.e. including full work history, details of current salary and benefits (or if not in work, most recent), education and training, professional qualifications, and details of two references, together with a covering letter (no more than 2 pages) explaining your suitability for and interest in the role and charity, and the date they would be available to take up the position/notice period.

Accessibility:

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview. Any requests will not be taken into account in the selection process.



A Welcome from the Chief Executive

Thank you very much for your interest in the post of **Director of Finance and Corporate Services** at DHI.

The post is a critical position within DHI. Reporting to me as Chief Executive, a key member of the Executive Team and serving as Secretary to DHI's Board of Trustees, the position will be responsible for finance as well as key aspects of DHI's infrastructure including communications and administration, supporting the charity to operate effectively.

DHI is a success story. Started 21 years ago, DHI now manages contracts worth over £6 million, and delivers essential services to over 7,000 people across the Bristol, South Gloucestershire and Wiltshire areas. We employ over 175 people who share a commitment to our core purpose and values.

This is an exciting opportunity for someone who is looking for real responsibility running complex and broad-ranging support services in a highly respected organisation. It is a challenging sector to work in; the combination of pressure on statutory funding and political changes locally and nationally create uncertainty which is not comfortable for everyone. However, in the uncertainty lie the opportunities to develop and implement innovative services that meet the needs of some of the most excluded young people and adults, as well as those at risk of becoming excluded as a result of a growing vulnerability.

I hope that the information below will be helpful to you as you find out more about DHI, our values and what drives us. The section "Should I apply?" seeks to answer any immediate questions that you might have about the kind of person that we're looking for.

I very much look forward to meeting you should you decide to make contact with us.

Rosie Phillips

A handwritten signature in black ink, appearing to read 'R Phillips', written in a cursive style.

Chief Executive Officer

Encs.

About DHI

Developing Health & Independence is a charity that helps disadvantaged and vulnerable people turn lives around, stand on their own feet and reduce dependency. We do this because we believe everyone should have the chance to achieve their potential to make a valuable contribution to society.

We help young people and adults overcome structural barriers and self-limiting behaviours that are holding them back. Our clients are often disadvantaged or living at the margins, meaning they are disproportionately affected by substance misuse, homelessness, offending, mental health issues and other factors that contribute to social exclusion.

Few, if any of our clients, come with a single issue. Rather than treat issues in isolation, we work with the person not the label, and find the most effective way to help them. We help people through a highly personalised solution focussed approach, regardless of the service they enter; services that include housing, drug and alcohol treatment and social prescribing.

DHI is supported by a Board of Directors/Trustees made up of 10 members from our local communities, who come from a wide variety of backgrounds, including those holding senior positions in legal, financial, public and charitable sectors, thus bringing a wealth of expertise.

How We Work

We really believe in our values at DHI: Self-direction; Stimulation; Zest for Life and Flexibility.

These values are at the centre of DHI's vision for *how* the charity operates and delivers support.

It means having a focus on supporting individuals with any structural barriers to change, such as homelessness, as well as overcoming life limiting behaviours including dependency (be that on welfare, drugs or alcohol) to live as independently as possible. Having choice and control over the services they use, access to wider public and community services, employment and education, and identifying and making the best of their own strengths and resources are central to this. Rather than fitting the person to services, services should fit the person.

With DHI's value base and skills, we believe we can make a real contribution to the future direction of social care.

More information can be found:

<http://www.dhi-online.org.uk/>

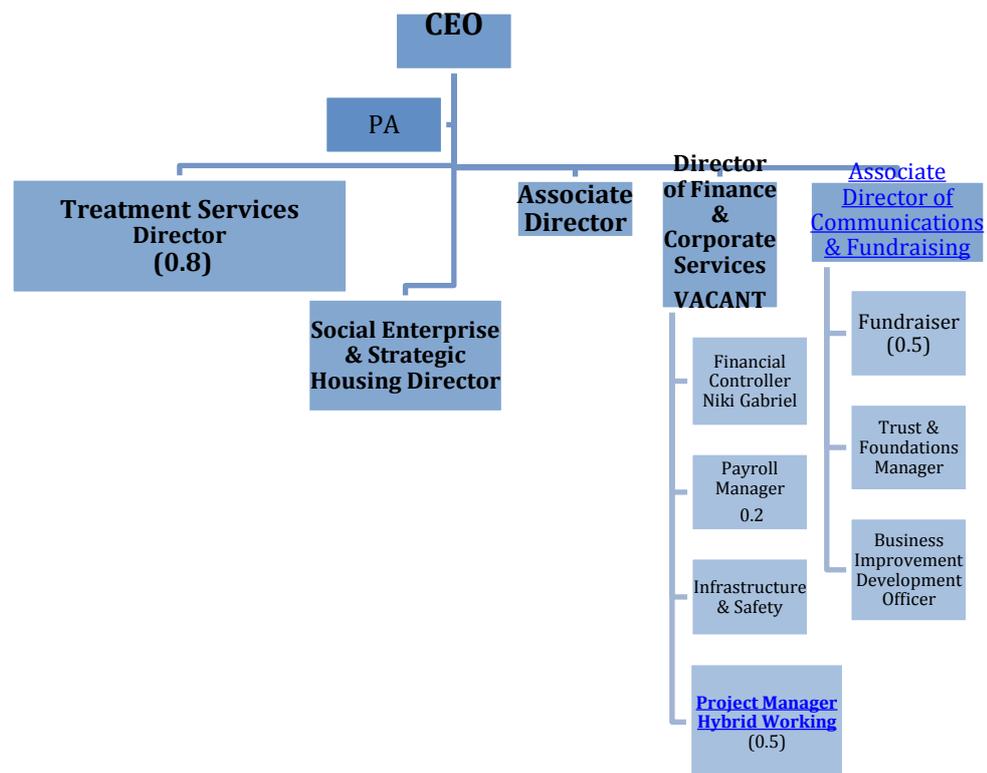
[Audited Accounts](#)

The Role: Director of Finance and Corporate Services

This is an exciting opportunity for someone who wants real responsibility for running infrastructure support services in a highly-respected organisation.

Reporting to the CEO and a member of the Executive Team, the post holder will be expected to drive and manage the central administrative and core infrastructure across DHI to ensure robust, safe and effective communications, operations and finances, whilst building capacity to meet the strategic direction of the charity. He/she will also act as Company Secretary.

As well as being closely involved in the day-to-day activities of the functions for which he/she is responsible, the post holder will provide high level proactive advice, and high quality services for other Directors and managers across all central and client service areas, including, finance and procurement, corporate governance, communications and information governance, legal, technology development and support, health and safety, premises and office services.



Key Accountabilities in the Role

Finance

The Director of Finance and Corporate Services will have overall responsibility for DHI's financial records and will ensure that the charity's accounting policies, systems and records comply with all legal and regulatory requirements.

The post holder will be responsible for ensuring timely preparation of the annual budget, which will be consistent with DHI's objectives and Business Plans and in consultation with internal key stakeholders.

The post holder will ensure that regular reports are provided to the CEO and Head of Departments who will closely monitor income and expenditure and quarterly managements accounts produced also for presentation to the Board of Trustees

The Post Holder will liaise with the external auditors to agree a timetable for the annual Financial Audit ensuring that accounts are submitted to the Charity Commission and Companies House by their respective deadlines.

The Director of Finance and Corporate Services will ensure a register of all land, buildings, vehicles, plant and equipment owned by the Charity (the Asset Register) is maintained.

Keeping abreast of the financial climate and market trends to assist Directors with creating strategic plans for the future

Ensuring practices are in place to minimise financial risk

Ensuring a comprehensive internal finance training programme is reviewed regularly and in place for new finance employees.

Core Infrastructure Systems and Compliance

Responsible for DHI's core infrastructure systems (corporate governance, information governance, contracts, suppliers and legal, technology development and support, health and safety, procurement, premises and office services), such that they support the effective and safe delivery of services and are aligned with DHI's values.

Keeping abreast of relevant guidelines and developments that affect the work of DHI; supporting DHI to develop quality systems to monitor and support standards of care, and outcomes to enhance and develop good practice.

Developing, maintaining and implementing policies and processes in all areas of key responsibilities – Health & Safety, Finance and GDPR - developing systems that support audit and the timely production of relevant data and reports for quality assurance compliance.

To be responsible for developing and ensuring an effective knowledge management system within the organisation.

Communications & Fundraising

Working closely with the CEO, oversee the internal and external communications strategy and fundraising in order to support the core purpose and strategy of DHI, line managing DHI's Head of Communications and Fundraising.

To ensure a communication strategy, systems and processes that are fit for purpose in an increasingly digital age.

Ensure sufficient quality resources are available at the disposal of the CEO and Operational Directors in line with the cycle of contracts and key tendering opportunities.

Company Secretary

Ensuring DHI complies with relevant company and charity law and prevailing standards of good governance and transparency in the sector; managing processes/structures relating to corporate governance; ensuring that all required returns are completed to quality standards and on time
Advising on legal issues, with support from solicitors as appropriate

The post holder will maintain a register of all documents that the Charity is required by the law to retain.

Providing support, with the CEO, to DHI's Board of Directors/Trustees, including preparation of documents and reports, and attending Board meetings.

Line Management

Ensuring effective line management and supervision of staff as identified within this job description, providing a leadership focus for the service managers.

Ensuring effective implementation of policies and procedures and to support staff with management or supervisory responsibilities in carrying out these duties.

Applying DHI's performance management policies and procedures, as appropriate, and help staff to understand and comply with them.

Recruiting, inducting and developing new staff according to the DHI recruitment, section and induction policies and procedures, when vacancies arise.

Executive Organisational Responsibilities

Participating in the strategic planning process and contributing to the establishment of DHI's business plan and balanced scorecard.

Operating within the framework of DHI's Strategic Plan and Annual Operational Plans and contribute to their outcomes.

Contributing to the corporate management of DHI through membership of the Executive Team and other relevant management and working groups.

Working with the Executive in the identification and pursuit of appropriate development opportunities.

At all times adhering to relevant legislation, good practice and policies and procedures, including Health and Safety, Confidentiality and Equal Opportunities.

Participating in regular personal support and supervision.

In view of the dynamic nature of the work of the organisation, the duties listed above are not exhaustive and the job description will be subject to a periodic review with the post holder.

Should I Apply?

This is an organisationally facing role which requires a partnership approach to the delivery of organisational infrastructure which helps operational staff succeed in a complex and highly regulated world. We expect the post holder to spend a proportion of their time out and about in the organisation, developing, listening, and planning.

The successful candidate will be comfortable working in partnership with operational colleagues to supply clear, quality assured and compliant best practice processes from the centre, which are developed and implemented collaboratively with those delivering core services to DHI's client base.

The ideal person will combine practical, hands-on delivery with strong leadership and relationship building skills and be able to operate successfully in a dynamic, regularly-changing environment.

The Person Specification below sets out the remaining key skills, knowledge, experience and behaviour we are looking for.

Essential	Skills, Knowledge, Experience	Behaviour
Technical	Finance manager or management accountant with substantial experience of managing a small-medium sized finance function.	Strong negotiation skills in order to broker the best deal for the organisation
	Demonstrable track record of delivery in a dynamic, service-orientated organisation; in social care, health, housing or a commercial business but you will be comfortable with pace, change and, at times, ambiguity and uncertainty	Organisationally facing; ability to build strong and effective working relationships and partnerships at all levels across the organisation
	Experience of procurement processes and the ability to develop specifications	Strong and credible influencing skills; experience of working at Executive level and with Board Directors/Trustees
	Experience of managing technology requirements and provision across a multi-site organisation.	Flexibility of style; able both to lead from the front, coach and facilitate when required
	Experience of managing facilities, site and buildings management, contracts and insurances, sourcing and managing suppliers and contractors	Strong planning and organisation skills; comfortable managing multiple and varied work streams, projects and data.
	Demonstrable track record in managing and developing staff; including recruitment delegation, supervision and all aspects of performance management	Focus on practical implementation, delivery of outcomes; a can-do approach.
	Experience of ensuring compliance through quality assurance systems where human judgement is a central and valuable part of the role.	Strong commitment to equal opportunities and to the vision and values that DHI espouses.
	A positive, enabling approach and experience of managing risk and regulation	Open and transparent communications style

	Ability to evaluate the infrastructure needs of the organisation and to achieve value for money and efficient systems and processes	
Other	Excellent and concise communicator, written and verbal	
	Experienced in operating and maintaining accounting packages.	
	Excellent level of IT literacy: Word, Excel and databases	
Desirable	Skills, Knowledge, Experience	Behaviour
Technical	Professional accounting qualification, project management, facilities management and/or H&S management	Coaching style of leadership/management
	Experience of charity and/or housing finance	
	Previous experience of co-ordinating governance activities	
	Up-to-date knowledge of principles and practice of Health and Safety Law and practice	

What We Can Offer You

Financial Rewards and Benefits

The starting salary will depend on the expertise and experience that successful candidate brings to the role and falls within NJC point 52-59 (£56,281-£63,818)

37.5 hrs per week and such additional hours as are required.

In addition we offer:

Annual Leave: 26 days plus statutory & bank holidays (1 additional day after each full year of service, up to a max. of 31).

Pension: Contributory pension scheme (employer's contribution 7% to a minimum 3% contribution from employee).

Location

Ideally the role will be based mainly in central Bath with some homeworking, and will include travel to all DHI locations. However, we recognize we may be excluding candidates who would be interested in applying but for the location! DHI will be happy to negotiate home or hybrid working with the right candidate. Regardless of location you would be expected to visit HQ and have presence in the centres as and when necessary.

Occasionally there may be a requirement to travel further afield (for example, for business development, networking or learning and training purposes).

Recruitment Process

There will be a two stage interview process.

Initial telephone interviews will take place for a long list of candidates with a short list invited to attend an assessment day.

Initial telephone interviews are expected to be held on: **Tuesday 20th and/or Wednesday 21st July 2021.**

Second interviews are expected to be held: **Week commencing 26th July 2021.** At this stage we expect this will be by zoom but this is to be confirmed.

Candidates at the second stage will be asked to complete a Personality Questionnaire. The assessment day will include a second interview, a presentation on a topic to be advised, a technical exercise, and a group exercise. The day will provide an opportunity to meet a wide range of colleagues, staff and Board Trustees.

We look forward to hearing from you.