



the Charterhouse

Job title:	Finance Director
Department:	Finance
Working hours	3-5 days a week, with very occasional evening/weekend work
Location	The Charterhouse, Charterhouse Square, London, EC1M 6AN
Duration	Permanent
Reports to	Chief Executive Officer
Responsible for	The Finance Team
Job Purpose	<p>The purpose of the role will be to lead, manage and develop the Finance function and team and to oversee the Charity's equity investment portfolios. The role also includes full ownership of Charity finance governance requirements as overseen by the CEO and Governors and recommendations/execution of the charity's financial strategy, as well as working to grow the net profit of the trading arm, Carthusia, in collaboration with the Director of Operations.</p>
Role description:	<p>Lead, manage and develop the finance function and team to ensure the Charity has a reliable, legally compliant and professional Finance function in place with robust processes in place to control risk.</p> <p>To be responsible to the CEO and Governors for the Charity's financial strategy and planning, including treasury and cash flow planning, commercial management and financial appraisals and reviews of Charterhouse projects, and, in collaboration with the Director of Operations, financially-successful property investments.</p> <p>To ensure appropriate financial safeguards and internal controls are operative, and that resources are best deployed to achieve financial objectives.</p> <p>To ensure the Charterhouse complies with and tracks against all charity governance requirements and is compliant with the General Data Protection Regulation (GDPR.)</p> <p>To act as Company Secretary and recommend/execute the financial strategy of the trading subsidiary, Carthusia Ltd, including constantly monitoring the results and the profitability of the individual operations and also to proactively recommend actions and adjustments that will improve financial results and growth.</p> <p>To manage budget planning, recommendations and delivery, annual reports and accounts delivery, including recommending the annual and longer-term budgets to the CEO and Governors for formal</p>

	<p>approval - and for ensuring that progress against budget is objectively and transparently monitored, reviewed and reported.</p> <p>To have strategic and operational oversight of the equity investment portfolios, ensuring that the investment managers meet their briefs and reporting obligations. Monitoring and reporting investment performance and making recommendations to the Governors and CEO, as necessary, regarding effective portfolio management.</p> <p>To be responsible for the provision and management of all the Charity's financial and accounting systems. This includes reviewing existing systems with a view to exploiting the latest technology to ensure efficiencies are maximised.</p> <p>To have overall responsibility for the Infirmary's Private Patient contracts, all charity insurance matters, optimising VAT and maximising fundraising opportunities including Giftaid.</p> <p>To produce the annual accounts for the Charity and any subsidiary companies that are fully compliant with the relevant accounting regulations, together with full supporting information for the auditors within the agreed timetable. To liaise with the auditors and to produce all required information to ensure the smooth running of the annual audit.</p>
<p>Person Specification: Essential</p>	<p>Fully qualified from a recognised UK financial/accounting body (ACA, ACCA or CIMA), with at least 5-years post qualification experience</p> <p>Excellent understanding of Charity and Company Law and Governance principles</p> <p>Appreciation of managing finance within the Charity sector.</p> <p>Strong financial reporting skills and the ability to present data and recommendations in a clear and confident manner</p> <p>Strong teamwork skills, able to deputise for the CEO on all financial matters – as well broader management matters when required</p> <p>Great attention to detail</p> <p>Strong leadership and people management skills</p>