



Job Description

Post:	Director of Finance
Reports to:	CEO
Salary:	£72,000-£77,000 (depending on experience)
Hours:	35 hours a week, 52 weeks per year

The Orpheus Centre is a charity that supports disabled young people aged 18 to 25. We are currently rated as **Outstanding** by Ofsted. We are dedicated to a vision of an inclusive world where disabled young people, with a passion for the arts and a desire to live and work independently can achieve their aspirations. Our mission is to inspire and empower young disabled students to live fulfilling, independent lives.

Our core values are to be **joyful, bold, inclusive, resilient** and **determined**. These core values are the foundations for all our work and are what the organisation stands for.

We are seeking a strategic and values-led Director of Finance to join our leadership team and help us deliver lasting impact through sound financial stewardship.

Safeguarding

Orpheus is committed to safeguarding and promotes the welfare of all service users. We are committed to the promotion of equal opportunities.

This post is classed as having a high degree of contact with vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. It is therefore subject to an **Enhanced** disclosure through the Disclosure Barring Service.

Key accountabilities of senior leaders include:

Strategy - as part of the leadership team, work collaboratively with the CEO to ensure the organisation operates within the company's mission statement and in line with the agreed business strategy. Lead complex projects and manage change. Represent departments at Board and Senior Management Team meetings. Liaise with Trustees and stakeholders. Act as a champion, displaying model behaviours and professionalism in company values. Present a united front as a leadership team, developing a joyful, inclusive, learning and creative organisational culture.

Finance - prepare detailed monthly management information for SMT and Committee oversight. Ensure the effective management, reporting and recording of finances, including budget planning, monitoring, control and communication of financial information for decision-making. Prepare detailed management information. Ensure department budgets, KPIs and targets are regularly reviewed and within agreed parameters. Provide business partnering to SMT, to support the function in ensuring it achieves its targets. To lead the annual external audit and ensure we have a clean audit report, effective and accurate set of financial statements that are issued on time.

Procurement - oversee the procurement of goods and services on a value-for-money basis (economy, efficiency and effectiveness) to support education delivery within the context of regulatory frameworks and legislation. Review exiting contractors.

Role overview:

The Finance Director will lead the financial strategy, planning, and operations of the charity. This pivotal role ensures financial sustainability, compliance, and transparency while enabling innovation and growth. You'll work closely with the CEO, the Senior Management Team and Trustees to shape the organisation's future.

Key Responsibilities:

Strategic Leadership:

- Develop and implement financial strategies aligned with the charity's mission and goals.
- Advise the CEO and Board on financial planning, risk management, and investment decisions.
- To ensure the delivery of the best possible learning and living outcomes for Orpheus students through the strategic development of the finance and operational elements.

Financial Management:

- Oversee budgeting, forecasting, and financial reporting processes.
- Ensure robust financial controls and compliance with charity regulations and accounting standards.
- Manage cash flow, reserves, and funding streams including grants, donations, and contracts.
- To maintain annual and five-year financial forecasts to underpin strategic objectives and plans, and develop and implement strategies for maximising the Orpheus Centre's finances.
- Managing the budget and financials for all capital appeal projects.
- Responsibility for managing our investments, regular discussions with investment managers and monitoring our SLAs.
- Update finance policies and procedures taking account of relevant external changes and risk appetite.

Governance & Compliance:

- Prepare financial reports for CEO/SMT, the Board of Trustees and funders.
- Ensure compliance with The Charity Commission, HMRC, and Companies House requirements.
- Lead on audit preparation and liaise with external auditors.
- Lead on digital transformation for financial arrangements.
- Ensure there is a knowledge/awareness of fraud across the organisation.
- Ensure good risk management.
- Work closely with the Chair of Finance and HR committee to work on agenda, papers and all key aspects of work.

Team Leadership:

- Manage and develop the finance team, fostering a culture of accountability and continuous improvement.
- Collaborate across departments to support financial literacy and budget ownership.

Stakeholder Engagement:

- Build strong relationships with funders, partners, and donors through transparent financial reporting.
- Build strong relationship with local authorities (specifically the commissioning teams).
- Support fundraising and grant applications with financial insights and projections.

Finance, Sustainability & Compliance

- To optimise financial controls and processes in order to minimise financial risks, and ensure organisational compliance with these, updating risk registers as required.
- To ensure compliance with funding agreements across all teams and services, ensuring timely completion of DfE and ESFA audit reporting.
- To ensure monthly reconciliation of all control accounts including creditors, debtors, payroll and banks; the preparation of monthly management accounts; and preparation/maintenance of control over all non-transactional journals such as accruals, prepayments, fixed assets/depreciation.
- To ensure accurate data input and analysis on accounting software, being the systems administrator for the financial software.
- To lead the strategic financial planning process, delivering annual and forecast budget plans, periodic forecasts within year and funding requirements, working closely with CEO and SMT.
- To lead on expenditure and income budgets across the organisation in line with financial policy and schemes of delegation, providing a wide range of financial support to SMT including monthly meetings with budget holders to ensure tight budgetary control and enhanced financial understanding; liaise with other personnel to support them in understanding the financial needs and demands of the charity.
- Plan and coordinate all tax, finance and treasury management practice and policy, with reference to charitable status, cash management and investments, reviewing and reporting on investment portfolios on a monthly basis.
- To assist with monthly payroll administration and to manage with all matters related to HMRC, including PAYE submissions, furloughing and Gift Aid claims.
- To have a full oversight of contracting and procurement activities and procedures, ensuring compliance with regulatory requirements, always seeking value for money, and where possible, cost saving opportunities.
- To lead, develop and line manage the finance team in the achievement of departmental and organisational agreed activity and objectives, including KPIs and quality assurance activities.
- To be responsible for the preparation of annual accounts to prescribed standards, managing effective relationships with the auditors, taking responsibility for the completion and submission of statutory/regulatory reporting in line with prescribed timelines, and keeping up to date with regulatory and statutory requirements within the charity sector.
- To lead on The Charity Commission reporting, including the annual review/trustee report and updating the organisation's information held by The Charity Commission and Companies House.

Education and Training

- Participate in mandatory training and attending refresher training sessions as appropriate.
- Develop self through a personal development planning process.
- To complete the Orpheus Centre's induction programme within six weeks of appointment.
- To shadow experienced worker(s) to ensure understanding of the role and appreciation of effective working relationships to meet the needs of students.
- To undertake staff development appropriate to the post as may be identified and required from time to time, and in accordance with Orpheus workforce development plan.

Health & Safety

- To be familiar with Health and Safety regulations, policies and procedures and ensure they are adhered to within your own area of responsibility.
- To be aware of and follow fire policies and procedures, ensuring students' and staff members' safety and welfare at all times.
- To report any incidents, accidents/near misses, and concerns in line with Orpheus policies and procedures. This would include understanding safeguarding responsibilities and how to report all potential concerns.

<ul style="list-style-type: none"> To be personally responsible for your own Health and Safety and to be aware of obligations to others in accordance with legislation.
Equality & Diversity <ul style="list-style-type: none"> To enforce the zero-tolerance policy of all forms of victimisation, discrimination and harassment in the workplace. To be tolerant of differences and use respectful language. Ensure professional standards and boundaries are clear. To treat everyone respectfully. To follow Equality and Diversity policy.
Financial <ul style="list-style-type: none"> It is your responsibility to ensure that you are working within policies and procedures regarding financial management, which includes acceptance of gifts

The duties and responsibilities above do not represent a full list of those expected of the post holder. It is also recognised that the duties of all posts are subject to change over time. All duties must be carried out in accordance with the Centre's equality and diversity policy, recognising and respecting the diversity of all who live and work at the Centre. We reserve the right to amend your duties with notice and where possible we will aim to get your consent.

Person Specification – Director of Finance		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree educated or equivalent in business or accountancy 	<ul style="list-style-type: none"> Professional accountancy qualification (ACA/CIMA/ACCA)
Experience	<ul style="list-style-type: none"> Experience working with Boards and governance structures Experience in managing people/teams Experience of a financial background within the charity/education sectors Strong understanding of charity finance, SORP, and regulatory frameworks An excellent understanding of financial systems and procedures and reporting; including best digital practice Short-, mid- and long-term financial planning experience 	<ul style="list-style-type: none"> CQC/Ofsted regulatory bodies Experience of liaising with student funding bodies
Knowledge & Understanding	<ul style="list-style-type: none"> P&L, balance sheet and cash flow analysis Budgeting and forecasting 	<ul style="list-style-type: none"> Disability awareness Safeguarding An understanding of investment markets

	<ul style="list-style-type: none"> • Audit and statutory accounting including understanding of charity financial/legal statutory frameworks • Management accounting • Preparing statutory accounts 	<ul style="list-style-type: none"> • Experience of working within education, with DfE and ESFA
Abilities & Skills	<ul style="list-style-type: none"> • Financial software systems including advanced understanding of excel • Able to work on own initiative to prioritise work • Excellent Communicator • Team player with excellent people leadership • Ability to work to targets/deadlines under pressure 	<ul style="list-style-type: none"> • Payroll • Embedding digital purchase ordering systems
Other	<ul style="list-style-type: none"> • A proactive individual with a future focused vision for finance and who is an enthusiastic self-starter • Flexibility to work outside of usual hours where needed • Committed to the charity's values 	<ul style="list-style-type: none"> • Car owner/driver

Job Description to be signed on PeopleHR