

## Job description

<b>Job title:</b>	Deputy Director, Finance and Governance
<b>Team:</b>	Finance and Corporate Services directorate
<b>Location:</b>	Hybrid working (a minimum of two days in the London office)
<b>Hours of work:</b>	37.5 hours
<b>Contract:</b>	Permanent, full time
<b>Benefits include:</b>	33 days annual leave (plus eight bank holidays) 8% employer pension contribution (Aviva) or access to continue NHS Pension Enhanced maternity, paternity, adoption and shared parental pay Free health cashback plan Free employee assistance programme Learning and development commitment to staff Health and wellbeing commitment to staff
<b>Reporting to:</b>	Director of Finance and Corporate Services
<b>Direct reports:</b>	Head of Financial accounts, Head of Financial planning and analysis, and Head of Governance, Compliance and Risk

## Background

Today, dementia is the leading cause of death in the UK. By 2025, more than one million people in the UK will be living with this often devastating condition. Millions of us will know someone living with dementia. Many will be directly affected it – as the incredibly difficult role of carer often falls to friends and family members.

Dementia UK is a values driven charity, providing specialist dementia support and advice for families through our Admiral Nurse service. Our nurses help people living with dementia stay independent for longer and support the people caring for them so that they will have the strength to cope with the bad days, and the energy to enjoy the good days.

We value our people so it's important for us to create a working environment that looks after our workforce, enabling everyone to achieve their full potential. You will become part of a diverse and dedicated team, working in an environment where you can collaborate, be respected, and thrive.

## **Purpose of job**

Following a period of successful growth of the organisation, we are looking at transforming the way we do things including investment in our people, technology and infrastructure to best meet the changing needs of the people we help.

Accordingly, we plan to grow our team in the Finance and Corporate Services Directorate and we now seek talented individuals to help us on this journey. It is vital that we have strong leadership to drive these important disciplines.

The Deputy Director of Finance and Governance role will lead a team of finance and governance professionals and support the Director of Finance and Corporate Services in:

- Delivering and maintaining reliable and accurate financial reporting across and for the Charity and leading on finance projects.
- Creating and maintaining a proportionate and appropriate risk and governance framework for the Charity.

## **Key accountabilities and responsibilities**

### **Strategic Planning and Implementation:**

- Provide input and advice contributing to the overall strategy for Finance and Corporate Services.
- Lead the development and implementation of the wider Finance and Governance strategy with support from Director – ensuring alignment with Directorate Strategy.
- Translate Charity, Directorate and Team strategy into meaningful targets and goals with clear measures.
- Provide insight, analysis and challenge to help senior Leaders make good financial decisions.
- Lead on the preparation of annual budgets, working closely with department heads and the leadership team.
- Monitor the charity's financial performance against budgets and forecasts, providing regular reports to the Executive Team and Board of Trustees.
- Contribute to the development of long-term financial sustainability plans, including scenario planning.
- Lead on the design and implementation of finance projects.
- Design and maintain a proportionate and appropriate governance framework for the Charity.
- Lead on risk management for the Charity – including appropriate challenge to all areas where concerns are identified.
- Champion the creation of a risk aware (not risk averse) culture.
- Develop and oversee the procurement strategy – ensuring this is understood and followed.

## **Leadership**

- Lead, manage and develop the Finance and governance Teams to deliver against the agreed strategy, ensuring high levels of performance and professional development..
- Lead by example in fostering a culture of collaboration, accountability, and continuous improvement within the finance department.
- Provide coaching, mentorship, and support to staff members in the finance and governance team.
- Set targets for Heads and wider Team to ensure delivery of agreed strategy.
- Create an environment to encourage and enable the development of colleagues across the wider team.
- Proactively seek feedback regarding any aspect of Team performance – taking appropriate remedial action as required.
- Develop and maintain contingency and succession plans for the Finance and Governance Team.

## **Financial Reporting, Processes & Compliance**

- Ensure accurate and timely production of monthly management accounts, statutory accounts and donor reports.
- Coordinate year-end financial activities, including the audit process, ensuring compliance with the Charity Commission's financial reporting standards and other relevant regulations (e.g., SORP).
- Oversee the management of restricted and unrestricted funds, ensuring compliance with donor requirements.
- Support the preparation and submission of tax filings and other statutory financial returns.
- Support with Finance and other committee matters, providing timely and relevant financial information for governance oversight.
- Continuously review and improve financial systems, policies, and procedures to enhance efficiency and strengthen internal controls.
- Ensure the finance team is using accounting systems effectively to maintain accurate financial records.
- Provide financial training to budget holders and non-financial staff to enhance financial literacy across the organization.
- Ensure processes and policies are in place to support compliance with all relevant regulations and obligations.
- Ensure clear and up to date understanding of Finance risk profile and key risks have appropriate controls, mitigations and planned actions in place.
- Oversee financial management policies and processes, ensuring these are fit for purpose, up to date, and followed across the Charity.
- Oversee the design and performance of robust controls to protect accuracy of financial reporting.
- Ensure statutory and regulatory compliance.

## **Cash Flow & Treasury Management**

- Manage cash flow to ensure sufficient liquidity for operations, capital projects, and reserves management.
- Work with the Director to manage investments and monitor risk related to financial instruments, ensuring compliance with the investment policy.
- Lead on the development of financial controls related to cash handling, banking, and payments.

## **Donor & Grant Management**

- Work closely with the fundraising and programs teams to ensure accurate financial management of grants and donations.
- Lead on financial aspects of donor reporting, ensuring compliance with funding agreements.
- Support the development of budgets for funding proposals and ensure alignment between donor requirements and the charity's financial policies.

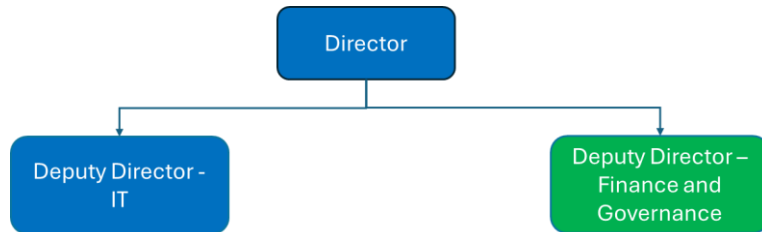
## **Financial Development:**

- Be ambitious and proactive in identifying opportunities to improve Financial analysis and reporting across the Charity.
- Oversee Finance projects, ensuring they are completed on time and within budget.
- Collaborate with other departments, providing Financial expertise and input to support successful implementation of change.
- Embrace and champion change.
- Lead and motivate Teams to deliver change.
- Make the case for any required change across areas of responsibility.

## **Risk Management and Governance**

- Oversee the development and implementation of the strategy for Governance, Compliance and Risk at Dementia UK.
- Drive the embedding of a proportionate approach to risk management across the Charity.
- Oversee the existence and quality of policies across the Charity – driving consistency, robustness and oversight.
- Ensure an effective and efficient compliance program to provide assurance and confidence that the Charity complies with requirements of the Charities Act 2022, SORP, fundraising regulations, clinical safeguarding requirements and any other regulatory requirements.
- Ensure processes are in place to scan the horizon in respect of regulatory changes and sector rulings / developments which may impact the Charity.
- Manage the outsourced internal audit partner to manage a rolling program of audits throughout the charity to provide assurance that controls are designed and operating effectively
- Provide confident and appropriate challenge where gaps or weaknesses are identified or concerns are raised.

## Directorate Structure



### General

- a) Actively promote the core values of Dementia UK whilst working towards achieving the strategic objectives of the charity.
- b) Be a role model and set the example for colleagues across the Directorate
- c) Have a strong working knowledge of Dementia UK's vision, mission and values.
- d) To undertake all duties in line with the Dementia UK's policies, procedures and regulations ensuring that the work undertaken actively promotes equality, diversity, and non-discrimination.
- e) Undertake any other duties related to the job purpose and which may necessary, as required. This includes cover requirements for other colleagues in the team.
- f) Cover for colleagues and deputise as and when required.
- g) Proactively seek opportunities to increase the team's skillset and support their development.

This job description is not exhaustive and is subject to change in accordance with business need.

### Person Specification

Essential Qualifications, knowledge, skills, and experience			
Criteria	Application	Test	Interview
A fully qualified accountant (ACA, ACCA, CIMA, or equivalent)	X		X
Extensive experience in financial management at a senior level, with a	X		X

significant portion in the nonprofit or charity sector			
Strong working knowledge of Charity Commission and SORP reporting requirements Experience of creating and implementing strategies for Finance Team / Function	X		X
Experience of leading, motivating and managing Teams to deliver high quality outputs against deadlines	X		X
Experience in budgeting, forecasting, and financial analysis at a senior level	X		X
Experience in managing audits and working with auditors	X		X
Understanding and experience of operating within defined governance and risk management frameworks	X		X
Excellent problem-solving skills and ability to work under pressure	X		X
Ability to set the right example for the team by putting it to practice	X		X
Strong leadership and organisational skills	X		X
Effective communication skills, with the ability to present financial information to non-financial audiences	X		X
Experience of managing and overseeing strategic planning / budgeting process	X		X
Proven experience in developing finance systems	X		X
Proficiency in implementing new accounting software	X		X

<b>Desirable Qualifications, knowledge, skills, and experience</b>		
<b>Criteria</b>	<b>Application</b>	<b>Interview</b>
Experience of delivering finance transformation	X	
Experience in managing restricted and unrestricted funds		X
Familiarity with grant reporting and donor compliance requirements		X
Experience working with trustees and governance committees	X	
Knowledge of charity law and relevant financial regulations		X

<b>Personal attributes</b>		
<b>Criteria</b>	<b>Application</b>	<b>Interview</b>
A collaborative team player with a positive attitude and a growth mindset		X
Ability to work in a fast-paced, dynamic environment, balancing short-term needs with long-term goals		X
Strong leadership and people management skills		X
Excellent analytical skills with attention to detail		X

### **Our values**

Collaboration  
 Compassion  
 Ambition  
 Integrity