



**Community  
Foundation**  
for Surrey

Together we can



**Director of Finance and Operations**

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# About the Community Foundation for Surrey

The Community Foundation for Surrey is an independent charitable foundation that brings together local Donors with voluntary organisations, addressing the many challenges within our communities.

We work with individuals, families, businesses and charitable trusts who want to make a real and lasting difference within Surrey, by connecting them with charitable projects that are providing vital support to local people across the county.

Local Donors can establish a bespoke fund with the Foundation, or contribute to one of our collective funds, supporting a growing programme of grant-making.

We are proud to manage more than 85 active funds and provide meaningful support to over 400 community projects each year.

Since our inception in 2005, we have awarded over £18 million to Surrey communities.

We are part of a national network of 47 accredited Community Foundations, one of the fastest growing philanthropic movements in the UK.

We work together with local people and partners to award funding to Surrey charitable organisations providing both tried and tested and innovative solutions to support those who are facing some of society's most pressing issues, affecting inspirational and lasting change. We support the formation of long-term relationships enabling donors and the organisations they support to address some of the most complex and pressing needs of our communities.

According to recent research, 98% of us will use at least one charitable service in our lifetime, either as a beneficiary ourselves or by accessing support for a family member or loved one. We all rely on these amazing organisations to support us with a range of health and social issues. Therefore, it is in our interests to work together to ensure our local voluntary sector is thriving and to create a better society for us all to live in.

## Vision

To build a strong movement of local philanthropists, connecting them with local charitable organisations – together to ensure that everyone in Surrey has hope.

## Mission

Growing local philanthropy to change lives.

## Values

### Ambitious

We focus our energy on building significant, sustainable funds for local communities

### Professional

We work with integrity, transparency and efficiency

### Supportive

We are an approachable and supportive grant-funder, with a heart firmly rooted in our community

### Empowering

We collaborate with local donors and local voluntary groups to enable positive and sustainable change to be achieved

### Pro-active

We take a positive and creative approach, using our knowledge to realise the power of local philanthropy



# Strategic Plans for Growth

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We have ambitious plans for growth over the next 4 years. It is an exciting time in our growth and development to join the Community Foundation for Surrey.

By 2025 we strive to:



Increase our annual grant-giving from £4 million in 2020 to £7 million in 2025 so that we can meet the increasing level of need across the county.



Deepen our knowledge of the needs of the voluntary sector in Surrey so we become even more effective in supporting what is needed.



Increase our overall Endowment investment from £15 million to £25 million so that we can continue to support the sector in perpetuity.



Ensure that charities and voluntary groups in Surrey are thriving – not only well funded but also well run and sustainable.

# Conditions of Employment



## Director of Finance and Operations

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### Hours

Part Time 21-25 hours – flexible working options will be considered such as condensed working week or flexed hours contracts.

### Salary

**Up to** £47,000 per annum pro-rata

### Pension

The Foundation has an automatic enrolment workplace pension scheme with NEST and will pay, on behalf of the employee, 6% of the basic annual salary (in addition to the basic annual salary).

### Holidays

25 days holiday per annum, in addition to public holidays.

An additional days leave is awarded for every 3 years' of continuous service up to an agreed maximum of 30 days leave.

An additional 2 days leave is also available to undertake voluntary work for a charitable cause, at the discretion of the Chief Executive.

### Location

CFS operates a Hybrid working arrangement – the role will be part home-based, part based at the Foundation's offices in Woking. In addition, travel throughout the county will be required for meetings and events.

### Transport

Car mileage allowance for travel in connection with work.

### Probationary Period

3 months.

### Accountability

Reports to the Chief Executive and Board of Trustees.



# Job Overview

## Director of Finance and Operations



### Job Purpose

This role is essential in supporting the strategic direction of the Foundation. We believe in a stronger fairer Surrey enabling everyone to support organisations who are making a positive difference to our communities so that no one is left behind. We play a unique role to bring together those able to give with charities and community organisations in need of support. Good, effective governance and robust financial management are key to the charity achieving its ambitious plans to grow resources, deliver grant-making and ensure sustainability.

The overall purpose of the role is to provide consistent, strategic, financial and operational leadership with the Chief Executive and the board of trustees. This exciting role provides the opportunity for strategic vision and organisation leadership on the macro level, together with a hands-on approach to micro issues.

A pro-active, team player who can contribute to the effectiveness and efficiency of the organisation. You will have meticulous attention to detail and accuracy, and be highly organised and able to prioritise effectively, sometimes working to short deadlines.

### Role overview

The key areas of responsibility are:

- Line Management for the Book Keeper and Office Manager
- Oversight of Financial management and governance
- Oversight of CFS Governance
- Oversight of HR issues (via contracted advisor) and core office functions including IT capability.
- Working with the senior management team contributing to the strategic planning and financial management of the Foundation.



# Key Responsibilities

## Director of Finance and Operations



### Financial Oversight

- Ensure adequate oversight of all payments.
- Liaise with the payroll company with regards to staff pay updates; confirming the monthly payroll; updating payroll and pension records; managing the company pension scheme; and the staff salary payments.
- Ensure systems in place to provide adequate financial oversight including agreed budgets, monthly and quarterly management accounts, annual Fund Statements, end of year statutory accounts and, investment accounts.
- **Via managing the Bookkeeper:** Ensure that all financial transactions are recorded on Salesforce database and output information to Sage weekly, bank reconciliations are completed monthly and maintain up to date accurate records showing the financial position of the Foundation, ensure sufficient funds in bank accounts.
- Preparing 3 year and annual budgets for approval at the Finance and Investment Committee and Board of Trustees. Monitor budgets on a monthly basis.
- Provide financial fund information to staff and donors.
- Liaise with investment managers, receive and record annual and quarterly valuations and transfer funds, manage quarterly distributions.
- Prepare draft year end accounts and liaise with the auditors.
- Provide financial analysis and other information to support the development of the Charity's strategy and direction.

### Governance, HR and Core Office Function

- Maintain and developing the Foundation's policies, controls and procedures, ensuring that the Foundation meets all legal and financial requirements and is appropriately insured.
- Monitor changes in financial and charities legislation in relation to charitable governance, giving and investment activities.
- Managing the HR system (Breathe) for all staff.
- **Via managing the Office Manager:** Support the work of the Board Governance Committee and associated activities by arranging meetings, preparing papers & reports, updating risk register.
- Prepare submissions to the Quality Accreditation process every two years.
- Ensure all governance and HR policies are kept up to date – with NGPS, and with sub-committees.
- Updating Companies House and the Charity Commission as required.
- Conduct regular wellbeing surveys and review the results, sharing with the SMT.
- Manage the Charity's Bookkeeper & Office Manager, ensuring clear objectives and targets are set and provision of ongoing support, training, review and annual appraisal.

# Person Specification



## Director of Finance and Operations

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### What's really important to us:

- At least 2 years' experience working at a senior level in charity accounting.
- Strong organisational skills with the ability to plan and prioritise own work load to meet deadlines.
- A beady eye when it comes to details.
- A positive 'can do' attitude.
- A professional, friendly approach to all.
- Ability to assess and interpret complex data and communicate clearly through excellent written and verbal skills with non-finance people.
- Fully computer literate including Word, Excel and use of CRM databases (ideally Salesforce) or willing to undertake training.
- To be able to work as part of a small team including the line management (this post has two posts reporting into it).

### The icing on the cake

- Experience of Sage 50.
- Experience of fund and investment accounting.
- Experience of working in a grant-making organisation.

### Additional information

- The post may occasionally necessitate evening and weekend work for which time off in lieu will be provided.

# How to apply

## Director of Finance and Operations

Please send your latest CV and a covering letter to [recruitment@cfsurrey.org.uk](mailto:recruitment@cfsurrey.org.uk) referencing 'Director of Finance and Operations' in the subject line.

**CLOSING DATE:** Monday 25th July 2022

**INTERVIEWS:** Interviews will be held the week commencing Monday 8th August 2022

