



Role Profile

The Role			
Role Title:	Assistant Director, Finance	Reporting to (job):	Director, Finance & Business Services
Legacy job titles covered by this role profile:	New Role	Jobs that typically report into this role:	Head of, Lead Specialist
Function / Org Unit	Finance & Business Services	Job Number:(<i>to be assigned by Reward</i>)	
Base and travel	Home/Southwater/London Hub/Flexible	Band (<i>to be assigned by Reward</i>)	E
Role Dimensions			
Number of direct reports	4	Manager/Individual Contributor:	Manager
Number of dotted line reports	0	Budget (Operating/Capital)	c. £3m
Total No of Reporting Staff (include all direct and indirect reports)	c. 40	Decision Making Authority & Responsibility for Resources	Lead responsibility for decisions regarding the overall strategy for Finance within the RSPCA. In conjunction with the Director of Finance & Business Services, accountable for determining objectives, KPIs, areas of work, activities and priorities for the department.

			<p>Assessing situations and determining the importance, urgency, risks and the timeliness of actions. Will communicate, follow through and be accountable for outcomes. Will always have the interests of the Society at the core of their decision making.</p> <p>Deciding how to interpret RSPCA policy and position when negotiating and representing the RSPCA as spokesperson and negotiator to key decision makers, and other internal & external stakeholders.</p>
Working Environment	Office Based		
Role Purpose	<p>This is a lead role within the RSPCA promoting and enhancing financial capability throughout the organisation. The role supports the Society in driving transformation through forward planning frameworks, as well as value for money in delivery, and is designed to bring together a combination of subject matter expertise and leadership skills to deliver an outstanding forward looking finance function.</p> <p>Accountable for providing both strategic and tactical (day-to-day) advice and assistance to all Society Directors and Assistant Directors regarding finance related problems, issues or challenges</p> <p>The post holder will seek innovative ways to deliver cost effective and efficient services at point of need.</p>		
Principal Accountabilities	<p>Accountable for the establishment and implementation of a financial strategy and framework that directly supports the Society's objectives and priorities in terms of both service delivery and the development of commercial/investment opportunities.</p> <p>Be accountable for the compliance with all relevant legislative and best practice frameworks and a culture of strong financial governance and control.</p> <p>Take accountability for the effective control of the organisation's revenue and capital programmes in order to best value for money.</p> <p>Work with colleagues in the Strategy & Transformation Directorate on the development and evaluation of the corporate strategy, plans and budgets.</p>		

The post holder will lead a transformation of how the unit operates and its impact across the organisation. Leading on the monitoring of performance and resources within the function to ensure the delivery of high quality services in a manner which demonstrates compliance with relevant policies, guidelines, regulations and national standards.

Ensure statutory responsibilities for which the Assistant Director is responsible are carried out in accordance with current Legislation, frameworks and guidance, codes of practice and align with the Society's strategy.

Carry out business planning for the department and take a lead role in strategic management; including the setting and identification of priorities, targets and outcomes, working methods and procedures, time scales and professional standards.

Highly effective team leadership and line management. Driving effective people management including performance management and absence management, coaching, development and mentoring through formal and informal mechanisms.

Lead and influence, as a member of the Senior Leadership Team, the overall organisation strategy and direction, and the effective functioning and team working of the Executive Leadership Team and Senior Leadership Team.

Promote and be a role model for continuous improvement, regularly benchmarking against external companies, current and future trends.

Lead contact for our pension and investment advisors, ensure planning is in line with corporate financial planning needs.

Model the organisation values, holding self and others accountable, and translate strategic objectives into actionable items that inspire others to behave and operate at their best.

Manages resources to secure operational delivery and to achieve continuous improved performance, increased productivity, and improved value for money. Monitors variance in performance, identifies and analyses patterns and trends, and actively uses this information to better deliver services and plan for the future.

Key Interfaces	<ul style="list-style-type: none"> • Trustees: in particular the Treasurer, Finance, Audit & Risk Committee and the Investment Committee. • Key business partner to the Executive Leadership Team • A member of the Senior Leadership Team <p>Manage the relations with:</p> <ul style="list-style-type: none"> • Pension advisors and Boards • Banking & credit providers • Investment managers • Auditors
The Person	
Personal Attributes and Key Competencies	<ul style="list-style-type: none"> • Specialist knowledge - In depth understanding of all aspects of Finance. Continually maintains technical knowledge. • Commercial & strategic thinking – Commercially aware. Looks for opportunities to add bottom line value, with the ability to detect and manage risk. Demonstrates an holistic view of issues, events and activities, with a perception of their longer term impact or wider implications. • Planning, action orientation & results driven – Organises and prioritises work, with a clear readiness to make decisions, take the initiative and focus on delivery. Seeking better ways of doing things, looking to improve on status quo and willingness to deal with difficult situations that affect output, whatever the organisational level of the role. • Quality orientation - Takes a lead role in setting goals, standards and priorities. Follows through to ensure that quality and productivity standards are met. • Influencing & engagement – Ability to influence, motivate and empower others in order to reach organisational goals. Solid negotiation skills. Will recognise the value of sharing ideas, knowledge and information with others and take personal responsibility for doing so. Works for a win-win outcome when resolving differences. • Oral and written communication - Speaks clearly, fluently and in a compelling manner to both individuals and groups. Designs and delivers presentations in a clear and concise manner, using appropriate grammar, style and language for the audience • Flexibility and resilience - Successfully adapts to changing demands and conditions. Maintains effective work behaviour in the face of setbacks or pressure.

	<ul style="list-style-type: none"> • Personal motivation - Commits self to work hard towards goals. Shows enthusiasm and career commitment with personal energy, enthusiasm and willingness to learn. • Leadership – Lead the departmental team and act as a role model as part of the Senior Finance & Business Services leadership team. Communicating and engaging with individuals and teams as needed to ensure they have clear direction and know what they have to achieve to be successful • Corporate Accountability - ability to work in the interest of the organisation as a whole - working closely with colleagues across all functions to get there.
Essential Key Skills, Qualifications & Experience	<ul style="list-style-type: none"> • ACA / CIMA qualified or proven extensive finance background • Experience of strategy setting and policy development in a complex, multi-site, multi divisional organisation. • Experience of leading a team of people to deliver against a changing agenda and driving for success • Experience of financial management at budget holder level • Can demonstrate the ability to develop and leverage strong relationships at senior/Executive level • Experience of operating at both strategic and operational level
Desirable Key Skills Qualification & Experience	<ul style="list-style-type: none"> • Charity / non profit sector experience • Investments & pensions

Creation and Authorisation			
<i>Statements in this Role Profile are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.</i>			
Profile written by:	Tania Hudson	Role:	Director - Finance & Business Services
Approved by (operations):		Role:	
Approved by (HR):	Lauren Burnett	Role:	HRBP
Date Job last evaluated:		Date:	February 2022