



## Director of Finance and Governance Job Pack

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### Introduction from Group CEO, Rachel Whittington

Thank you for your interest in the role of Director of Finance and Governance at Church Urban Fund (CUF).

Following 12 months of research, listening, learning and reflection, Church Urban Fund is on the cusp of launching a fresh strategy.

Our mission is to become a national social action mobiliser – working on behalf of the Church of England through the parish network – to empower people to speak, serve and lead. Our vision is to see communities of hope, acting together, to serve and strengthen society.

As an essential part of our new team tasked with delivering this mission, we are seeking an energetic, agile and skilful leader who will work alongside us to deliver on the strategic financial and business aims of the organisation. There will be a focus on building a well-oiled machine to underpin our organisational effectiveness – one of the aims in our three year strategy, essential to realising our mission.

More specifically, we would like to see our new Director of Finance and Governance deliver on the following priorities:

- Execution and adaption of a financial plan which establishes the financial sustainability necessary to see our three year plan realised.
- Development of a financial business partnering mentality throughout the organisation that equips and enables all staff to think and act in a collaborative way that demonstrates financial and operational awareness.
- Implementation of outcomes from recent group governance review which seeks to streamline governance across all CUF entities in line with our renewed mission and vision.



Rachel Whittington

A handwritten signature of Rachel Whittington in blue ink, written in a cursive style.

# About Us

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The CUF family currently consists of:



A network of charities, founded and convened by CUF, that promotes collaborative, local social action through network building, strengthening of relationships and the development and delivery of programmes to tackle social issues including food poverty, loneliness and homelessness. The **Together Network** currently has 21 partners, and we are seeking to grow the network.



The focus of **Near Neighbours** is on building bridges between people of different faith groups, cultures and backgrounds. By encouraging people to get to know each other and work together, relationships of trust – which transcend difference – are built and neighbours are empowered to improve their communities together.



The work of the **Just Finance Foundation** is to promote a fairer financial system that equips people to manage their money better. A key focus is on helping primary-aged children develop a positive relationship with money and embed habits, learning and behaviours that build financial resilience into adulthood.

*(Near Neighbours and Just Finance Foundation are subsidiaries of CUF)*

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CUF is a Christian organisation committed to working alongside a diverse range of faith-based and secular partners to build confident, connected and flourishing communities.

Our ambition is built on the unique value we bring to the sector. This includes:

- Our commitment to delivering a holistic mission that seeks to address a variety of needs including resource, relational, identity and spiritual needs. Evidence suggests this inspires social confidence: driven by personal agency, self-efficacy and trust.
- Our convening power which brings together individuals and organisations from the social sector, corporate sector and government to forge new, impactful partnerships.
- Our ability to engage with so-called 'hard to reach' communities where the parish church/school or mosque, temple or community centre may be the only persistent presence.
- Our track record at securing transformational funding from grant-makers on behalf of the communities we serve.

At the end of 2020 we commissioned an inquiry into contemporary faith-based social action. This recommends that, in order to release the full potential of faith-based social action there needed to be:

- A more locally informed approach to faith-based social action predicated on lived experience.
- A clearer focus on the development of leadership at all levels and across generations – providing more people with the capability, capacity to act and the resilience to continue.
- A refreshed narrative about what faith-based social action is and what it contributes.

As such, our goal between now and December 2024 is to empower 15,000 people to **serve, lead and speak** who, in turn, will impact 100,000 members of their communities.

**We will achieve this by delivering three aims:**



In parallel to strategy development, we also commissioned a governance review in June 2021, the outcomes of which will be implemented shortly. This may alter the structure of the CUF family. Our turnover typically fluctuates between £4m–£6m with changes driven largely by the statutory funding we receive for the Near Neighbours programme and we have a staff team of around 30 individuals and consultants.

## Culture and Values

Our organisation and the way we work is rooted in our Christian values. As we embed our new strategy from 2022, we will also strengthen our culture in parallel to ensure integrity between the two. However, despite significant change over the last 18 months, we are proud of how our team has come together, risen to the challenge, remained committed to CUF and is energised about what is to come.

CUF is an inclusive organisation with a diverse workforce. Our aspiration is to build a workforce that is truly representative of the communities we serve and diversity is an asset in helping us create an inclusive, welcoming environment for all.

# Director of Finance and Governance

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## About the Role

**Reporting to the Deputy Group CEO, the Director of Finance and Governance is a newly created role. As part of our Senior Management Team (SMT), this role will be responsible for driving the financial and governance functions of CUF in such a way that maximises funds available whilst also supporting the delivery of first-class programmes and partnerships; the ultimate realisation of our vision and mission.**

You will be accountable for the implementation of the financial and business objectives set out in CUF's strategic plan and providing effective leadership to ensure the development of a well-oiled machine to underpin organisational effectiveness.

You will be responsible for all finance and governance functions within the organisation including (but not limited to) Finance, Governance, Risk Management and Compliance.

Overseeing a team of five and direct management of two (Finance Manager and Governance Officer and Office Support) you will create a departmental culture that seeks to contribute to and constructively

challenge all aspects of financial and business performance to ensure robust, effective and efficient plans, controls, processes, reporting and monitoring are in place. You will adopt a business partnering approach in working with SMT and Heads of Departments to engage them with their departmental budgets and financial performance, working to create a culture where there is shared responsibility for the financial wellbeing of the organisation.

You will also lead on engaging with other aspects of the organisation (fundraising, programmes, partnerships listening/learning, for example) in this spirit of meaningful business partnering.

## Job Description

**Location:** Some home and some office-based working from our office in Vauxhall, London. We are a very flexible employer

**Contract:** Permanent

**Hours:** 35 hours per week (flexible working arrangements considered)

**Salary:** £60,000–£65,000 dependent on experience

## Key Responsibilities

### Strategic Leadership

- Support the Group CEO / Deputy CEO in the delivery of our internal organisational aims associated with delivering strategic leadership, organisational effectiveness and compliance.
- Provide strategic level reporting that informs and records milestones which document progress against the fulfilment of our strategy.
- Work alongside SMT to ensure that all decisions are supported by good financial information and rationale, challenging the process where there are financial implications for the organisation.

### Financial Leadership

- Advise and support the Group CEO, Board of Trustees and SMT on financial strategy; providing insight and analysis on financial activity and performance (through the creation of dashboards, management accounts, budgets, reforecasts and annual accounts) and supporting strategic use of financial resources.
- Accountable for the compliance, controls and practices required to minimise financial risk and maximise effective financial control.
- Ensure the financial systems, budgeting, forecasting, recording and reporting for financial management are effective and fit for purpose.
- Lead on the production of the annual budgets.
- Lead on the preparation and audit of annual accounts for all entities.
- Lead on and drive progress towards business partnering which equips and engages staff with financial responsibility to be empowered with the right information, at the right time, for informed decision making and planning.
- Lead on the development and improvement of end-to-end processes with initial focus on purchasing and payments, reporting and forecasting.
- Provide leadership and motivation for the finance team and line management to Finance Manager.



## Governance and Compliance

- Provide leadership and management support to the Governance Officer and Office Support.
- Ensure board responsibilities are exercised, and communication, reporting and engagement with the trustee boards realised.
- Accountable for ensuring an accurate register of organisation wide risk is maintained, highlighting new risks and collaborating with key stakeholders to mitigate them.
- Overseeing the implementation of recommendations resulting from our recently concluded governance review.
- Ensure the CUF group has a comprehensive list of appropriate policies and procedures reviewed, implemented and updated as per the policy schedule to meet CUF group requirements and regulations.
- Responsible for health and safety within the CUF group, ensuring regulations, reporting and compliance upheld, arranging training as required for staff.
- Act as Company Secretary for each CUF entity; CUF, JFF and NN.

## Business Systems and Processes

- Ensure the best possible working environment for staff; maintaining office space (including associated business services and contracts e.g. photocopier, printer and IT) and equipping staff with the necessary support and resources they need to effectively adopt hybrid working.
- Oversee the engagement, management and performance of third-party suppliers and associated protocol (including appropriate insurance provision).
- Oversee the development and maintenance of the IT shared drive and all company online and offline document storage (supported by Governance and Office Support).



## Essential Skills, Experience and Characteristics

- Experience in a senior leadership position with authority for strategic decision making, planning, organisational impact and staffing.
- Evidenced ability to develop, execute and embed strategic plans; managing change, measuring results and adapting as required.
- Excellent planning, project management, time management and organisational skills with ability to multi-task and organise others.
- Comprehensive and substantial understanding of financial strategy, management accounts and financial principles to ensure first-class financial performance, with demonstrable ability to convey appropriate information to a variety of audiences. Qualified accountant or equivalent in experience.
- Experience of planning, co-ordinating and delivering on projects that improve organisational effectiveness and efficiency in the areas of responsibility (finance, HR, risk, governance etc).
- Experience of charity governance and the management of restricted income including from trusts, foundations and, ideally, the government.
- Demonstrable ability to prioritise work, to work well under pressure and adaptable to changing workloads.
- Demonstrable ability to develop and maintain good working relationships at all levels.
- Demonstrable experience of working with boards, sub committees and their associated members, applying a diplomatic approach and confidence in appropriate support to staff and board members.
- Excellent verbal and written communication skills.
- Confident IT skills including competency in Microsoft Office packages.
- An ability to professionally represent Church Urban Fund with a wide range of stakeholders.
- A good understanding of the Church of England/its structures.
- Sympathy with the vision, mission and Christian values of CUF.



**This job description is a statement of requirements at the time of writing and is not contractual. It should not be seen as precluding future changes after appointment to this role.**

**CUF is an inclusive organisation with a diverse workforce. Our aspiration is to build a workforce that is truly representative of the communities we serve and diversity is an asset in helping us create an inclusive, welcoming environment for all.**

## HOW TO APPLY

For an informal discussion about this role, please contact our Deputy CEO, Adam Edwards, [adam.edwards@cuf.org.uk](mailto:adam.edwards@cuf.org.uk)

Applications for this role should be made by submitting your CV and covering letter, of no more than two sides of A4, which outlines your reasons for applying for the job and how you match the criteria contained in this job description. Please send your CV and covering letter to [hr@cuf.org.uk](mailto:hr@cuf.org.uk)

The application deadline is **9:00am on Monday 27th June 2022**. However, please note that we will be reviewing applications as they are received and scheduling interviews, therefore we encourage applying as soon as possible.



**We believe in the power of relationships and community to change lives.**