

Director of Finance, Operations, and HR

- Role is based in New Walk, Leicester – with hybrid working options available
- Reports to: Chief Executive Officer (CEO)
 - Leads a team of three
- Salary: £62-65K per annum
- Permanent / Full-Time

Purpose of the role:

You will be a key member of the Senior Management Team ensuring Vista transforms the lives of people affected by sight loss. You'll be responsible for overseeing the financial health, operational efficiency, and ensure we recruit and retain the best people via HR management. This role requires strategic leadership and hands-on management to ensure the charity meets its regulatory, financial and operational goals while fostering a collaborative, positive and efficient work environment.

Key Responsibilities:

1. Strategic Leadership:

- With your Senior Team colleagues, co-develop and ensure the implementation of the charity's strategic plan, annual budgets and plans to meet the needs of people affected by sight-loss across the region.
- Support the CEO and Board of Trustees with their regulatory duties, bringing insight and clarity to ensure the charity is financially fit for the long term.
- Support the drive for cost effectiveness and efficiencies across the organisation.
- Lead the development of your team, through regular supervision, training and support.
- Be an ambassador for the charity, up-holding our values at all times.

2. Financial Management:

- Co-develop with budget holders the charity's operating budgets, managing changes through regular reforecasting, reporting changes and recommendations to peers and trustees.
- Ensure compliance with financial and statutory regulations, including those relating to our pensions committee.
- Provide financial support, advice and guidance to managers and staff.
- Oversee the improvement of day-to-day processes, financial reporting and liaise with external suppliers (payroll, pensions committee et al) and auditors leading a successful year end.

3. Human Resources Management:

- With the Senior Leadership Team, lead on Vista's HR strategy, including recruitment, retention, and development of staff and volunteers.
- Ensure compliance with employment laws and regulations.
- Oversee performance management and employee relations processes, including ensuring our staff handbook is relevant and up to date.
- Foster a high performing, positive, collaborative culture and work environment in line with Vista's values.

4. Operations Management:

- Ensure efficient and effective operational processes across Head Office and with the Director of Fundraising, for our retail operation too.
- Oversee the effective management of Head Office and our IT systems.
- Develop, implement and monitor operational policies and procedures.
- Lead on risk management and ensure compliance with our regulatory regulations, including health and safety.

Person Specification

Vista is an equal opportunities employer and welcomes applications from all candidates irrespective of race, age, gender, sex, gender identity, sexual orientation, religion or belief, or marital or civil partnership status.

Educational Background:

- A degree in finance, accounting, business administration, or a related field would be an advantage.
- Qualified Accountant from a recognised body (ACA, CPA, ACCA, CIMA etc) or qualified by experience (AAT)

Experience:

- Nonprofit Experience: At least 3+ years of experience in a charity finance, operations and HR role
- Financial Management: Proven experience in budgeting, financial planning, and financial reporting.
- Audit and Compliance: Experience with financial audits, compliance with nonprofit accounting standards, and tax filings

Skills:

- Financial Analysis: Ability to analyse financial data, identify trends, and make informed decisions and relay recommendations to a non-financial audience
- Budgeting: Expertise in co-developing and monitoring budgets.
- Risk Management: Able to lead on risk management practices and compliance with financial regulations
- Leadership: Strong leadership and management skills to lead a finance team and collaborate with other departments.
- Communication: Excellent communication skills to convey complex financial information to stakeholders for good decision making
- Experience in organisational wide systems to support a high performance, high support culture; people development, training and support

Knowledge:

- Accounting Practices: Solid understanding of accounting and charity accounting practices and procedures including tax-exempt status, reporting obligations, and governance standards

Experience of sight-loss or empathy towards our cause welcomed.