

Director of Finance, BookTrust

Welcome

BookTrust is the UK's largest children's reading charity. Our mission is to get every child reading – regularly and by choice. We know that children who read are happier, healthier, more empathetic, and more creative. They also do better at school. With the long term impact of the pandemic on children's lives, and with an ever-widening gap for the most disadvantaged children, our work has never been more important. We have a new ambitious 5 year strategy with a deep commitment to doing even more to support children and families from disadvantaged backgrounds in reading.

We deliver our mission through evidence-based interventions that reach over 3 million children and families each year from 0-13 with a strong focus on the early years. We work with a network of skilled partners; with every local authority across England and Wales, health visitors, schools, libraries, social workers and early years workers; and with an excellent and increasingly diverse community of children's authors and illustrators; and committed and expert support from publishers.

As our Director of Finance, you will play a key role at BookTrust in taking forward our ambitions. With your track record of developing financial strategy, planning and analysis to get organisations to meet their goals, you will continue to develop our finance function as a business partner with the rest of the organisation, working effectively with non-financial colleagues so that we can make the best use of our financial resources in support of our mission.

Based in our newly opened Leeds office you will also play a vital leadership role in establishing our physical presence in Leeds as BookTrust becomes a more place-based organisation, supporting colleagues from a range of teams in this new location as a fully integrated part of the organisation.

As an experienced leader with energy and drive you will be comfortable in leading change, taking a deeply collaborative approach and be keen to work alongside expert colleagues as a member of our senior leadership team. Development of our work for children and families is a cross-organisational activity and you will be confident of your ability to influence as well as direct, and committed to our mission. Working in an 80 person organisation which leverages our partners to work at national scale, you will be comfortable about strategic thinking and being hands on in the detail when needed. You will be confident about your skills to nurture and develop an excellent team.

In return we can offer you a vital cause, an organisation with firm income foundations and relationships, a commitment to invest for the future, a friendly workplace with expert colleagues and an opportunity to make a real difference. We are also genuinely family / life friendly.

BookTrust is going places and what we do has never mattered more. If you have the skills, experience and drive to work as a key leader in our great team - we would love to talk to you.

Diana Gerald, Chief Executive

Director of Finance – Job Description

Job Purpose

The job purpose is to lead the financial strategy planning and financial operations of BookTrust's work in support of our ambitious 5 year strategy to get children and families from disadvantaged backgrounds reading and reap the life-changing benefits of reading.

The main elements of the role are to:

- Drive the financial planning and financial strategy of BookTrust in support of our 5 year strategy
- Be accountable for high quality delivery of our core financial management processes and reporting, and for financial compliance
- Lead the finance function at BookTrust
- Be part of BookTrust's Executive Leadership Team (our senior leadership team).
- Provide visible leadership in our newly opened office in Leeds as BookTrust becomes a more distributed organisation

Principal Responsibilities:

1. Financial strategy and planning:
 - Drive the financial planning and financial strategy of BookTrust in support of our 5 year strategy – leading on the financial aspects of our strategy implementation including financial forecasting and budgeting;
 - Ensure our financial reporting, activity and analysis continues to develop in support of our new strategy;
 - Support decision-making by providing understanding on value for money across a complex set of delivery partners and supply chain as we increasingly innovate at scale;
 - Development of our financial modelling and scenario planning capacity.
2. Financial management, reporting and compliance:
 - Accountable for financial management, financial reporting to funders, compliance and reporting in a charity governance context including across budgeting, forecasting and cashflow;
 - Accountable for annual audit and production of statutory accounts;
3. Finance function leadership
 - Develop the Finance function as a business partner for the different functional teams at BookTrust and support our cross-organisational project working approach;
 - Be the Executive lead for the Board for all matters relating to Finance, and lead Executive role support for our Finance and Resources Committee
 - Be the key Executive lead on investment management of BookTrust's reserves.
4. Income and commercial development:
 - Develop BookTrust's financial capability to support our income generation plans across fundraising, statutory funders and primary purpose trading

- Work with Director of Income and rest of leadership team and wider organisation to deliver and grow other income streams for BookTrust;
5. Provide visible leadership in our newly opened office in Leeds as BookTrust becomes a more place based organisation:
- Support colleagues from a range of teams across BookTrust working out of Leeds;
 - Lead on developing working in this new office to be fully integrated with the rest of BookTrust;
 - Support our external presence in Leeds as required.
6. General responsibilities:
- a) *People Management:*
- To effectively lead, motivate and develop a high-performing staff team;
 - To carry out regular support and management sessions, and annual appraisals with all direct reports;
 - To be accountable for the induction and performance management of the directorate;
 - To hold regular team meetings, updating on all matters from ELT, other teams/forums etc as appropriate.
- b) *General Duties*
- To play an active role in the leadership and management of BookTrust as a member of the Executive Leadership Team;
 - To play an active role in the development of BookTrust business planning and strategy as a member of the Executive Leadership Team;
 - To work closely with Trustees as needed, and support the Board and other Committees as needed;
 - To provide regular progress reports to the CEO and Board;
 - To be committed to personal development;
 - To carry out all duties in line with BookTrust policies and procedures and being prepared to undertake additional reasonable duties, as required;
 - To promote BookTrust and its vision and values in all activities, both internally while carrying out duties and externally, with stakeholders and the general public.

Other information:

The post holder will report to the Chief Executive, and is a member of the Executive Leadership team of BookTrust (the senior leadership team of BookTrust).

The post holder is responsible for the Head of Finance and a team of 4 staff who handle transaction processing, general ledger and routine financial analysis.

Director of Finance – Person Specification

Experience

Essential (assessed through shortlisting and interview)

- Senior level experience of leading a finance team across the full range of finance activities
- Experience of preparing annual accounts
- Track record of working with organisation going through change and leadership of change
- Track record of working with senior organisation stakeholders and being part of leadership team
- Senior level experience of leading and developing excellent teams
- Experience of similar scale of organisation, and of working at scale

Desirable

- Previous role as a Finance Director
- Experience of preparing annual accounts for Companies House and Charity Commission
- Direct not for profit finance experience including charities SORP and VAT regulations
- Investment management experience
- Experience of working directly with a board of trustees
- Investment management experience
- Experience in establishing/maintaining effective appropriate scale internal controls

Skills and attributes

Essential (assessed through shortlisting and interview)

- Mission committed – to get disadvantaged children reading
- Collaborative (with colleagues and externally)
- Able to communicate financial matters effectively to non-financial colleagues
- Strategic and analytical – comfortable with data and attention to detail
- Commitment to and role modelling working in an inclusive way and committed to BookTrust's valuing and development of diversity
- Ambitious and fast-paced; strong personal drive and self-motivated
- Comfortable to lead change and work within a changing context
- Able to handle ambiguity in support of complex decisions
- Outcome orientation, well-organised, solution-focused, flexible and able to prioritise
- Confident influencer; excellent interpersonal and communicative style
- Comfortable in working in medium sized organisation (80 people) which works at national level and at scale
- Good writing skills
- High levels of integrity

Desirable

Gravitas to influence and engage our stakeholders both in the organisation and externally.

Qualifications

- CCAB Qualified
- Evidence of participating in continuous professional development.

Terms and Conditions

Benefits:

- Salary: c£80,000
- 28 days holiday, plus public holidays
- Pension scheme – 7% employer contribution
- 3 x salary life assurance
- Employee Assistance Programme
- Season Ticket Loan Scheme

How we work

- Role is either full-time, or 4 days per week (pro-rata salary for 4 days per week)
- BookTrust is committed to being a flexible employer,
- BookTrust now works on a hybrid model. Tuesdays and Wednesdays are office-based; the rest of week can be worked in the location of choice either from home or in one of our offices. Our core hours are 10am to 4pm.
- This post will be based in our new registered Head office in central Leeds. All senior staff are also expected to be able to travel to work with colleagues across the country when needed (within our hybrid model); and we would expect regular travel to our offices in Battersea, London where 80% of our staff are currently based including the finance team, as we move to a more distributed working pattern.
- There will be a requirement for occasional evening or weekend work consistent with the seniority of the position
- The postholder will be expected to carry out all duties in line with BookTrust policies and procedures and be prepared to undertake additional reasonable duties, as required.

Want to join us? Find out more about who we are at: <https://www.booktrust.org.uk/about-us/work-at-booktrust/>

To apply, you must submit your CV and attach a covering letter of no more than two pages outlining your suitability in relation to the person specification to by Sunday 26th June to emily@seymourjohn.com

Interviews to be held on Thursday July 28th

Our Commitment to Diversity and Inclusivity

We aim to provide an inclusive recruitment process and actively welcome applications from diverse talent pools: BAME candidates, candidates with disabilities and long-term conditions and candidates from underrepresented communities.

We are committed to equality of opportunity and want to ensure we have an accessible application process for all candidates. If you need any reasonable adjustments or would like us to do anything differently during the application process, please contact our HR team on HR@booktrust.org.uk or 020 7801 8855/8856 to discuss your requirements further.

BookTrust is committed to safeguarding and promoting the welfare of children. The recruitment and selection process reflect our commitment to safeguarding therefore, the suitability of all prospective employees will be assessed during the recruitment process in line with this commitment, and pre-employment checks.