



FINANCE DIRECTOR

The Charity

Established following the success of the Invictus Games in London in 2014, the Invictus Games Foundation (IGF) was incorporated as a company limited by guarantee on 19 November 2014 (Company Number: 09318784) and registered as a charity with the Charity Commission on 3 December 2014 (Charity Number: 1159482). The IGF is governed by a Board comprising seven Trustees of whom one is the Chairman and with HRH The Duke of Sussex as its Patron.

The Board is supported by an Executive of six personnel.

The Role

The Finance Director will report to the Chief Executive Officer and is a member of the Executive Leadership Team (ELT), which is responsible to the Board of Trustees. This role comes at a time when the Charity is preparing for growth and expansion of support for its beneficiaries which is aimed at wounded injured and sick (WIS) military personnel.

The successful candidate will participate in the implementation of the Charity's strategy and lead the provision of an effective financial control and management service to the Charity.

As a member of ELT, the Director of Finance leads and develops the interface between management and the Trustees on financial matters and provides sound financial advice to Trustees, the Finance Committee, the Chief Executive, Operations Director, Development Director and other senior management colleagues. This role has ultimate accountability to lead effective financial control, and responsibility for all financial aspects of charity strategy and the operational financial management of the Charity.

Critical to the Charity's success is the ability to work with a small team in a period of change.

Responsibilities

1. To prepare annual budget and forecasts and quarterly management accounts ensuring that the ELT is aware of results and help develop action plans where necessary so the results are in line with budget.
2. Ensure members of the ELT authorise spend for budget costs they are responsible for and receive reports detailing their costs compared to budget.

Monitor restricted fund spending to ensure accurate reporting is available to donors.

3. Work closely with the Chief Executive Officer and members of the ELT to provide support and guidance for strategic decision making and day to day financial operations of the Charity and its trading subsidiary IGF Trading Limited (IGFT).

4. Provide input to discussion and contribute to decision making as a member of ELT from both a Charity and finance perspective.

5. Overall accountability for effective day to day management of the finance service to the Charity and IGFT including ongoing review of current operations and structure to maximise efficiency and service delivery to the organisation.

6. Ensuring adequate controls and systems are in place to mitigate the risk of fraud and safeguard the assets of the Charity.

7. Advise on the financial implications of strategic management decisions and establishing financial modelling of ELT proposals.

8. To develop and implement strategy for investing surplus funds based on cash flow forecasts in liaison with the Finance Committee and ensure the strategy is implemented with the Charity`s bankers / investment managers.

9. To prepare Board papers on financial performance in a concise manner, enabling the Board to understand clearly the performance of the Charity, action plans and highlight the reasons for variances to budgets in liaison with the Finance Committee and act as secretary to the Finance Committee ensuring accurate minutes are kept of matters reviewed.

10. To liaise with the Finance Director of the Host City arranging the Invictus Games, ensuring that the budget is carefully considered and to report to the Board quarterly on the Host City forecast against budget understanding the risks against achieving the budget and the action plans in place. Ensure the receipts due under the Host Nation Agreement are received on time and any amounts due after completion of the Invictus Games are properly calculated and received by the Charity.

11. In close liaison with the auditors ensure annual statutory accounts are prepared in compliance with the Companies Act and Charities Statement of Recommended Practice (SORP) FRS 102.

12. Ensure all tax and legal compliance issues are met:

- Monthly PAYE,NI and Pension returns
- Quarterly VAT returns
- Gift Aid returns
- Annual Charity returns
- Payments from IGFT to the Charity under the deed of Covenant

Candidate Specification

ESSENTIAL

QUALIFICATIONS

- Qualified to CCAB level (ACA, ACCA or CIMA)

KNOWLEDGE & EXPERIENCE

- Previous experience as a company accountant or financial controller and, in particular, experience of being responsible for Financial and Management Accounts
- Knowledge of Charity financial procedures including income, fundraising and revenue

KEY SKILLS

- Advanced skills in the Microsoft office suite including Word, Excel and Outlook, and also accounts software, and Salesforce.
- Possess high-level analytical skills, with the ability to anticipate problems and formulate solutions to them.
- Be innovative and willing to embrace change
- Possess excellent verbal and written communication skills with proven ability to produce high level reports and supporting narrative.
- Able to think strategically and translate strategic guidance into detailed, affordable financial planning.
- Ability to effectively manage the department and be prepared to engage in guidance when required.
- Able, comfortable and willing to deal with the detail of Financial and Management Accounts
- Able to work under pressure and deliver to timelines at key times in the financial year, in close liaison with the Chief Executive Officer, the Operations Director and Development Director.
- Have excellent inter-personal skills and be comfortable working in a small team
- Be comfortable acting as an ambassador for the Charity and developing relationships with key stakeholders

OTHER ATTRIBUTES

- Possess and exercise the highest integrity
- Pro-active, energetic with well-honed interpersonal skills

DESIRABLE

KNOWLEDGE & EXPERIENCE

- Previous experience in the Charity sector
- Ideally 5 years Post Qualified Experience (PQE)