



Job Description

Finance & Business Operations Director

Job Title	Finance & Business Operations Director
Salary	£50,000 - £55,000 per annum
Hours	37 hours per week (Full Time)
Benefits	5% Pension Contribution, 22 days annual holiday + 3 concessionary days & bank holidays (pro-rata for part-time staff)
Location	The Dudson Centre, Stoke-on-Trent
Special Conditions	Ability to travel in and around Stoke-on-Trent, with occasional weekend/evening work.
Responsible to	Chief Executive

Job Summary

The Finance & Business Operations Director will lead VAST's financial and operational strategy, ensuring robust financial management, effective HR and IT systems, compliance with Health & Safety, and the efficient running of The Dudson Centre. The postholder will act as Company Secretary, overseeing governance and compliance, and also serve as the organisation's Money Laundering Reporting Officer. As a member of the Senior Leadership Team, the role contributes to strategic planning and organisational development, as well as supporting VAST's day-to-day delivery.



Role and Responsibilities

Finance

- Lead financial planning, budgeting, cash flow management, and investment strategy.
- Oversee financial systems, including ledgers, payroll, and statutory accounts.
- Oversee the Community Accountancy Service.
- Oversee the preparation of the Statutory Accounts and annual report.
- Liaise with auditors, bankers, investment managers, and insurers.
- Ensure compliance with financial contracts and reporting requirements.
- Evaluate any tax liability impact of contemplated courses of action, minimise the tax/VAT impact and deal with tax authorities (as and when applicable).
- Provide advice, financial reports and analysis to project managers, the senior leadership team and the Board of Trustees.
- Maintain fraud prevention systems and financial risk management.
- Act as Money Laundering Reporting Officer, ensuring compliance with anti-money laundering regulations and reporting suspicious activity.
- Ensure compliance with financial elements of contracts, including financial returns, monitoring information and outcomes in accordance with contracts and in conjunction with project managers.

Business Operations & Facilities

- Oversee the day-to-day management of The Dudson Centre, and ensure effective day-to-day operations of all aspects of the Centre and compliance with all requirements of a Grade II listed building.
- Ensure Health & Safety compliance, including risk assessments and building security.
- Monitor building performance and sustainability, including occupancy and income generation.

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- Project manage building improvements and associated funding bids.
- Oversee lease arrangements and tenant relations.
- Oversee IT systems and infrastructure, including basic network and telephony needs.

Human Resources & Administration

- Lead HR functions including recruitment, staff development, and compliance.
- Oversee administrative systems and quality assurance mechanisms.
- Support legal compliance.
- Contribute to strategic planning and organisational development.

Governance & Company Secretary Duties

- Act as Company Secretary for VAST and any associated companies.
- Support the Board of Trustees of The Dudson Centre and ensure compliance with all financial and legal requirements.
- Ensure timely and accurate submission of statutory returns and filings.
- Maintain oversight of governance processes, including the servicing of Boards and committees/ working groups.
- Support Trustees in fulfilling their legal and fiduciary responsibilities.
- Maintain and update governance policies and procedures.
- Ensure compliance with charity and company law.
- In conjunction with the Chief Executive, maintain an oversight of the Risk Management Plan and ensure identified procedures are implemented.

Representation & Sector Engagement

- Attend external meetings and represent VAST as required.
- Keep abreast of sector developments and maintain professional networks.
- Liaise with national bodies such as NAVCA and Charity Finance Group.

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General Requirements

- Work collaboratively with internal and external stakeholders.
- Actively participate in regular supervision sessions and team meetings.
- Engage in personal training and development to fulfil the professional requirements of the role.
- Maintain a collaborative and flexible approach to work.
- Able to travel locally across the area. Access to a vehicle is highly desirable.
- Maintain professional membership and stay up to date on the latest legislative and governance requirements.

Equal Opportunities

VAST is committed to equal opportunities, anti-discrimination and anti-oppressive policy or practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, ethnicity, religion, marital status, sexual orientation, age, or impairment. This policy applies to job applicants, employees, volunteers, and service users.

Notes: All jobs are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post. This post is subject to a 6-month probationary period.



Person Specification

Criteria	Essential	Desirable
Qualifications	Qualified Accountant (ACA, ACCA, CIMA, etc)	Practising certificate or equivalent permissions to permit the signing of Independent Examinations and work with external accountancy clients; Management qualification; Health & Safety qualification
Experience	3+ years post-qualification financial management, and financial accounting; 2+ years staff management; facilities and H&S experience; governance/Company Secretary duties	Voluntary/community sector experience; marketing and income generation; MLRO experience
Skills	Strategic planning; leadership; communication; accounting software (e.g., SAGE/QuickBooks Online); MS Office	Knowledge of building regulations and listed buildings
Knowledge	Charity finance and governance	Anti-money laundering regulations

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