

Role Profile

Job Title:	Director of Finance and Operational Support
Team:	Senior Leadership Team
Reports to:	Chief Executive Officer
Period of Post:	Permanent
Location:	Based at Hansel, Broadmeadows, Symington, Ayrshire, working within the communities in which the organisation is active/potentially active (mainly Ayrshire/West of Scotland)
Hours of Work:	Normally 35 per week Additional hours may be required in order to meet the needs of the organisation
Salary scale:	The salary scale for the post is: • Point 72 - £65,928 • Point 73 - £67,467 • Point 74 - £69,054 • Point 75 - £70,695

Job Purpose:

Working alongside members of Hansel's Senior Leadership Team (SLT), the purpose of the role is to direct the management, development, performance and continuous improvement of the Finance and Operational Support functions of the organisation, including IT, facilities and maintenance and fundraising.

Key responsibilities:

- To lead on the development, implementation, and evaluation of an operational strategy that allows Finance and Operational Support services to meet strategic objectives and future challenges.
- To plan, lead, and manage the Finance and Operational Support activities in line with agreed goals, plans, budgets, quality targets, and priorities.
- To act as a leadership role model and reinforce Hansel Core Values, behaviours, and codes of conduct.
- To lead on Finance and Operational Support reporting at Board level, and managing risk to ensure effective decision making and good governance.

- To effectively communicate to members of the Boards, Committees, team members, stakeholders, partners and supporters in a manner that delivers organisational priorities.
- To develop productive and proactive external and internal relationships, acting as an ambassador for Hansel.

Key Activities:

Strategic direction and planning

- To **lead** the strategic and continuous development of Finance and Operational Support functions, providing strong leadership and co-ordination in order to ensure the efficient management and delivery of high quality, responsive, and effective services.
- Translate strategies into activities that are measurable and ensure key issues are progressed timeously, conscious of the need to be responsive and flexible to change in uncertain financial climates.
- Seek creative solutions and encourage others to do likewise, facilitating change, progress, and development in line with strategic objectives and core values.
- Ensure that the overall performance of Finance and Operational Support activities benefit the people we support.

Leading and managing team members

- Demonstrate passion and enthusiasm for Hansel's work, and motivate and lead others to achieve agreed goals.
- Effectively act as a member of the Senior Leadership Team, regularly assessing the work and development of direct reports, setting and reviewing objectives and standards of performance in a consistent, supportive, and professional way.
- Be an open, inclusive, and supportive leader that allows team members to reach their full potential and maximise individual contributions.

Governance

- With the Chief Executive Officer, enable the Board(s) to fulfil their duties and governance responsibilities, and to ensure that the Board receives advice and information in a timely, thorough, and focussed manner.
- Support the Chief Executive Officer with the coordination of committee meetings as appropriate.

- Be constantly alert to changes in market, employment and legislative conditions and how they may affect Hansel's Finance and Operational Support activities, and lead on the production of plans to take advantage of/mitigate the impact of such changes.
- Implement systems to ensure that Finance and Operational Support risks and opportunities for the organisation can be measured and managed effectively, to ensure the organisation functions in an efficient, professional, and safe way.

Promotional and ambassadorial work

- Using a high level of interpersonal skills, undertake a representative and ambassadorial role on behalf of the entire Hansel community, protecting and enhancing the reputation of the organisation.
- Represent Hansel effectively and maintain appropriate relationships with supporters and stakeholders.
- Network with other relevant postholders in similar organisations, major donors, and all other stakeholders, to develop ideas and strategies for Hansel.

General

- Maintain good working relationships with colleagues at all levels within the organisation, promoting team working, respect and inclusion.
- Support communication systems to promote a culture of communication, inclusion, openness and co-operation.
- Support and promote the rights, dignity, safety and individual choices of each person supported by the organisation.
- Support and promote the rights, wellbeing and safety of each team member employed by the organisation.
- Undertake any other duties appropriate to the role.

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EXPERIENCE		
Demonstrable, successful experience in a senior level role that required leadership and management of a diverse team, (preferably across more than one professional discipline).	✓	
Third Sector experience, particularly in the field of Health and Social Care.		✓
EDUCATION AND TRAINING		
Part OR fully qualified ICAS, ACCA, CIMA or equivalent.	✓	
Demonstrable commitment to continuing professional development.	✓	
KNOWLEDGE & SKILLS		
Proven leadership and performance management capabilities.	✓	
Effective risk management and creative and innovative approaches to problem solving.	✓	
Flexible and adaptable, demonstrating resilience and appropriate behaviour in difficult situations.	✓	
Highly effective interpersonal, written and oral communication skills.	✓	
Demonstrable project and change management experience.		✓
Ability to assimilate complex matters and communicate same to others in a concise and understandable manner.	✓	
High degree of IT systems understanding and competence.	✓	
ADDITIONAL REQUIREMENTS		
Personal integrity.	✓	
Effective and strategic influencing skills.	✓	
Ability to team work effectively with others internally and externally.	✓	
Demonstrates respect for diversity and values inclusion.	✓	