

## **JOB DESCRIPTION**

### **JOB TITLE:**

Finance, Business & Culture Lead

### **BASE:**

Home based

### **REPORTS TO:**

Chief Executive Officer

### **RESPONSIBLE TO:**

Board of Directors

### **RESPONSIBLE FOR:**

Organisational Support and Development Team

### **Job Summary**

The Finance, Business & Culture Lead is responsible for the strategic oversight and management of **Inclusion North's financial operations, budgeting, administrative services**, and the **Lived Experience Hub**. This role ensures the smooth running of day-to-day operations, the financial health of the organisation, and the support and coordination of the Lived Experience Hub team. The role also ensures compliance with legal requirements, supports the CEO and Board with financial reporting, and contributes to the strategic direction of the organisation.

As a senior leader within the organisation, this role also supports the CEO and Board of Directors with high-level financial analysis, reporting, and strategic input, and ensures the finance and operations team delivers high-quality service and support across all functions.

## Main Duties

### Financial Management & Reporting:

Lead the development and management of the organisation's **annual and project-specific budgets**, ensuring alignment with strategic goals and financial sustainability.

Prepare accurate **management accounts**, ensuring timely reporting to the CEO, Board of Directors, and Advisory Council.

Oversee the preparation of **annual accounts, VAT returns**, and compliance with tax regulations. Liaise with auditors to ensure audits are completed efficiently.

Implement financial processes that ensure compliance with legal requirements and best practice, particularly in areas such as **VAT, pensions, national insurance** and **tax**.

Continuously review and refine **financial procedures** to ensure transparency, accuracy, and efficiency, incorporating changes in law and industry standards.

### Operations Management:

Oversee day-to-day **administrative and operational functions**, ensuring smooth operations across all departments and functions within the organisation.

Develop and implement effective **business processes** and systems for managing office logistics, IT, procurement, and service delivery.

Lead the organisation's **IT strategy and support services**, ensuring systems are secure, efficient, and aligned with operational needs.

Manage key **supplier relationships** (e.g. IT contractors, cleaning, security) to ensure consistent service delivery and value for money.

## **Lived Experience Hub Oversight:**

Provide strategic and operational leadership for the **Lived Experience Hub**, ensuring effective coordination of hourly workers with lived experience to support the organisation's work.

Develop processes for **recruitment, onboarding, and support** for hub workers, ensuring that they are empowered, well-supported, and receive adequate training and resources.

Collaborate with other teams to ensure the **integration** of the Lived Experience Hub into Inclusion North's projects and service delivery.

Ensure the **effective management** of the hub's hours, outputs, and associated budgets, ensuring financial and operational efficiency.

Advocate for the hub workers within the wider organisation, ensuring their contributions are recognised and valued.

## **Staff Management & Development:**

Lead and manage the **Organisational Support and Development Team**, including administrative support, temporary workers, and volunteers.

Oversee the recruitment, training, and development of team members, ensuring they are equipped to meet organisational needs.

Develop a culture of continuous improvement, identifying opportunities for professional development and operational efficiencies.

## **Compliance & Governance:**

Ensure compliance with **GDPR** and other relevant regulatory frameworks across all financial and operational activities.

Support the Board of Directors by preparing materials for meetings, including **agendas, minutes, and financial reports**.

Act as the organisation's **Health and Safety Officer**, ensuring the office environment is compliant with health and safety legislation, including carrying out periodic risk assessments.

### **Strategic Leadership & Financial Planning:**

Collaborate with the CEO and Board to provide strategic insights on organisational performance, financial health, and operational improvements.

Play a key role in **setting organisational financial goals** and strategies, advising on **fundraising opportunities**, and contributing to long-term planning.

**Monitor and analyse financial performance**, making recommendations for budget adjustments, cost savings, and investment opportunities.

### **Organisational Support & Stakeholder Management:**

Act as a central point of contact for staff, volunteers, and stakeholders in relation to financial and operational matters.

Lead on **marketing and communications**, ensuring the website, social media, and internal communications reflect the values and goals of the organisation.

Ensure that all key materials (e.g., annual reports, service level agreements) are updated and accessible to relevant stakeholders.

### **People, Culture, and Wellbeing Oversight:**

Act as a central point for internal people management, working alongside external HR advisors and internal people managers.

Oversee the recruitment, induction, and ongoing development of staff, ensuring that Inclusion North remains an inclusive and supportive employer.

Champion staff wellbeing and workplace culture, ensuring that policies and practices support mental health, retention, and engagement.

Lead Inclusion North's wellbeing strategy, ensuring appropriate support mechanisms, policies, and initiatives are in place.

### **Additional Duties:**

Provide support for **events, training**, and other organisational initiatives, including marketing, logistics, and coordination.

Manage the **office space** and facilities, liaising with external providers for repairs, security, and maintenance as required.

Ensure **data security**, implementing appropriate safeguards for financial and operational information.

Attend meetings and events as the representative of Inclusion North.

### **General Responsibilities:**

Contribute to team meetings, offering recommendations for improving **financial and operational functions**.

Demonstrate **Inclusion North's values** in all areas of work, including fostering an inclusive, ethical, and transparent work culture.

This role may evolve over time, requiring flexibility in taking on new duties or providing cover as necessary.

### **Person Specification:**

**Experience** in senior finance and operations roles, ideally within the non-profit or charity sector.

**Strong financial management skills**, including budgeting, reporting, and compliance.

Proven experience in managing operational processes and systems, with the ability to identify areas for improvement.

**Leadership experience**, with a proven track record of managing teams and developing talent.

Strong understanding of **HR, health and safety**, and **legal compliance** within an organisational context.

Excellent communication skills, with the ability to interact with internal and external stakeholders.

A commitment to **Inclusion North's values** and the mission to support people with learning disabilities and autism.