

Director of Finance and IT - Job Description and Person Specification

Purpose of the role

The Director of Finance and IT is responsible for leading DSC's financial strategy, operational finance, digital infrastructure, and a small finance team of two, a full-time management accountant and part-time accounts clerk. The role ensures strong governance, effective control, value for money, and resilient systems that support the organisation's mission and long-term sustainability. This position works closely with the Leadership Team, Board, external auditors, suppliers, and key service providers to maintain compliance, improve performance, and enable informed decision-making.

Key responsibilities

Finance and financial control

- Oversee all day-to-day finance operations, including management of five active NatWest bank accounts, corporate credit cards, loan accounts, payroll, pensions, and income reconciliation.
- Manage relationships with payment providers including Stripe, Worldpay, GoCardless, and PayPal, ensuring income is accurately recorded and reconciled.
- Supervise UK and Irish payroll processes and ensure compliance with HMRC, pension providers, and other external bodies.
- Lead the annual budgeting process, monthly forecasting, management accounts, and cashflow monitoring to protect liquidity and meet operational obligations.
- Prepare finance reports, papers, and presentations for Leadership Team and Board meetings.
- Ensure annual accounts, audit schedules, and statutory filings are completed accurately and on time for Companies House and the Charity Commission.
- Maintain compliance with the Charities SORP, UK company law, charity law, and relevant HMRC requirements.
- Oversee the finance team and support the development of the team as well as the robust financial processes, controls, and reporting.

Audit, compliance and governance

- Lead the external audit process and act as the main point of contact for auditors.
- Prepare supporting schedules, reconciliations, and documentation required for the annual audit and statutory accounts.

- Monitor changes in charity finance, tax, and company law to ensure DSC remains compliant.
- Support governance by providing accurate, timely, and well-structured financial information to senior leaders and trustees.
- Manage risk in relation to finance, systems, contracts, and operational continuity.

IT and digital infrastructure

- Oversee the maintenance, security, and development of DSC's servers, cloud systems, internal networks, and backup arrangements.
- Manage key systems and licenses, including Salesforce, AWS, Microsoft Azure, Office 365, SAGE, PeopleHR, Cloudflare, Sophos, APT Bacs, and related subscriptions and renewals.
- Ensure the smooth operation of DSC websites, domains, integrations, and digital tools, including Salesforce-connected processes and website support services.
- Coordinate day-to-day IT support with external providers and troubleshoot minor technical issues as required.
- Lead the selection, implementation, and adoption of new technologies that improve efficiency, security, and service delivery.

Leadership

- As a member of the Directors' Team reporting into the CEO, provide strategic leadership across finance and lead by example across the whole organisation.
- Support a culture of accountability, continuous improvement, and collaboration across the organisation.
- Build strong working relationships with internal teams, external suppliers, advisers, auditors, and regulators.
- Contribute to organisational planning, resource allocation, and business continuity.

Person Specification

- Senior-level experience in finance leadership, ideally within the charity, not-for-profit, or public sector.
- **CIMA** or **ACCA** accreditation.
- Good understanding of charity finance, budgeting, audit, compliance, and statutory reporting.

- Demonstrable experience managing IT systems, digital infrastructure, and external technical suppliers.
- Experience overseeing procurement and contracts.
- Excellent leadership, communication, and stakeholder management skills.
- Strong attention to detail, sound judgment, and a proactive approach to problem-solving.
- Commitment to compliance, good governance, and value for money.
- Would suit someone who needs flexibility due to parent/carer duties but can nonetheless deliver the work

Notes

- DSC is an EEDI employer and does not discriminate on the grounds of colour, ethnicity, religion, sexual orientation, gender, disability or any other protected characteristic.
- You can be newly qualified or have decades of experience, we'll take each application on its merits.
- Although we are flexible (if you get the work done we don't count the hours), nonetheless there are a number of online meetings that you will be required to attend including: Check-in at 0930 every week day; All Staff meeting every Wednesday from 11.15 to 11.45; BOT meetings twice a week; checkout at 1645 Tuesday to Thursday; all 4 Board meetings (including at least once a year in person); Board Rehearsal; the Trustees' Audit Working Group meeting; briefing of your teams monthly; 1-1s and other meetings as required.
- As a small organisation DSC requires all its staff to help out in whatever area needs support when requested even if it is not part of your everyday work
- If you would like to have a chat about this role, please contact hwrafter@dsc.org.uk