

## **Job Description**

<b>Job title:</b>	Director of Resources
<b>Directorate:</b>	Resources
<b>Location:</b>	Head Office
<b>Accountable to:</b>	CEO
<b>Accountable for:</b>	Senior Head of Finance, Senior Head of HR, Head of Property & Estates, Assistant Company Secretary
<b>Type:</b>	Permanent

## **Values Framework**

All staff are expected to know and understand the values of the organisation and uphold these values whilst at work.

- Together
- Focused
- Bold
- Personal

## **Overview of Role**

The Director of Resources will lead the charity's financial planning and financial processes, they will lead the charity's HR processes including the development of people, they will lead the charity's property occupation and property portfolio management and be the charity's Company Secretary.

## **Key Responsibilities**

### **Leadership & Collaboration**

Lead the Resources Directorate, managing the Directorate budgets and staff resources providing reports to the Executive Teams, Board as required.

The Director of Resources will be a member of the Executive Team, reporting to the CEO, with a membership consisting of the Director of Services, Director of Resources, Director of Fundraising and Director of Communication and Strategy. The Clinical Director will have a standing invitation to attend the Executive Team Meetings when deemed necessary.

The Director of Resources will also be a member of the Operational Executive Team, reporting to the CEO, with a membership consisting of the Director of Services and Clinical Director.

Lead the implementation of transformational projects which are Resources Directorate led, input to the implementation of transformational projects which are led by other Directors as required.

### **Finance**

Develop medium term financial plans to support the delivery of Combat Stress's strategy and ensure financial sustainability.

Lead the management of Combat Stress's balance sheet and financial reserves, ensuring that the general reserves are maintained at an appropriate level to manage the charity's financial risk and designated funds are managed so that capital is available when required to meet strategic development needs and other requirements.

Lead the investment strategy, ensuring that effective investment management and monitoring is in place.

Lead the pension strategy, ensuring that this continues to support the recruitment and retention of a skilled and committed workforce. Lead the management of the legacy Defined Benefit Pension Scheme, liaising with Trustees as required.

Lead the management of the charity's tax obligations including VAT and corporation tax and oversee the completion of returns.

Oversee the production of budgets, management accounts for the charity and the trading company monthly and the provision of financial services for the charity including treasury, payroll, expenses, pensions and general, purchase and sales ledgers ensuring that those operate efficiently and in accordance with agreed standards and performance indicators.

Deliver continuous improvement of process and systems across finance delivering digitally to reduce cost and increase internal customer service wherever possible.

### People

Oversee the development of people within the charity including appraisals, performance management, training, recognition and succession planning.

Oversee the implementation of changes which affect staff numbers or reporting lines within the charity.

Deliver continuous improvement of process and systems across the people team delivering digitally to reduce cost and increase internal customer service wherever possible.

### Company Secretary

Act as the Company Secretary, ensuring that the organisation fulfils all statutory and other requirements in relation to its financial statements, Annual Report and Accounts and all other necessary compliance.

Lead the risk management process for the charity, working with the Directors to identify risks and mitigating actions.

Ensure that proper insurance arrangements are in place to cover potential risks and liabilities.

Oversee the setup and recording of committee and board meetings.

Oversee the project management processes for the charity.

Hold the responsibility for statutory regulations including the Data Protection Officer and Money Laundering Officer.

Property

Lead the provision of suitable office, community, consultation, storage and training space to meet the charity's needs.

Lead the portfolio management of property to optimise its value to the charity.

Oversee the day-to-day management of the charity's property including managing leases, maintenance, gardening and cleaning.

Other Duties

Undertake any other reasonable duties as may be required from time to time.

Risk Management

As an employee of the Charity, the postholder is required to be risk aware and readily able to identify risks faced in the course of day-to-day duties. Where a new risk is identified it is to be reported through the postholder's line manager.

[Date]

Signature of postholder

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Print name

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Date

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