

Recruitment Pack Director of Finance

Deadline for applications: 30 September 2024



Thank you for your interest in the role of Director of Finance.

We are looking for a skilled, dedicated and experienced financial lead to ensure careful financial management, and to oversee our work with a number of partner organisations to which we outsource operational services.

The Movement for Reform Judaism (MRJ) and Liberal Judaism (LJ) are separate organisations, which are currently working towards coming together as one charity. The successful candidate will initially be employed by the Movement for Reform Judaism, working closely with Liberal Judaism as a partner organisation. This will be a key role in the senior team working to bring the two charities together.

About us

Who we are:

Reform and Liberal Judaism make up the second largest Jewish denomination in the UK.

- We consist of 80 member communities across the UK, with an adult membership of over 26,000.
- 23 of our communities are in Greater London,
- We work with Jews of all ages: 1 in 4 of all Jewish students at university identify as Progressive Jews
- We are part of an international movement. The World Union of Progressive Judaism consists of nearly 2 million people across 1250 communities in 50 countries.

Historically, in the UK Reform and Liberal Judaism have worked as two separate organisations. In 2023, it was announced that they would be working together to create one movement to represent all of the UK's Progressive Jews.

What we believe:

Our core values include:

- **Commitment to Jewish scholarship and innovation:** we believe that our forms of Jewish life add meaning to our lives, and that everyone should be able to access a Jewish life that is welcoming, rich and inspiring, embracing innovation in religious observance alongside our textual and ritual inheritance.
- **Commitment to equality and inclusivity:** we believe that we are all created in the image of God, and therefore hold an uncompromising commitment to building communities built on the equality and welcoming to all, no matter their gender identity, sexual orientation, race, ability or any other characteristic.
- **Commitment to social justice, interfaith dialogue and social cohesion:** we believe that fundamental to Jewish life is to be a force for good in the world, playing an active role in shaping a society that reflects our Jewish values, recognising the moral equality of all peoples.
- **Commitment to diverse voices as a Jewish principle:** we recognise that people bring diverse beliefs and opinions, and seek to create communities that are capable of holding diversity and respectful disagreement.

What we do:

The main areas of work of the movement are:

- **Communities:** Strengthening, supporting, and connecting our communities.
- **Communication and External Affairs:** Communicating and amplifying our values, and form of Jewish life, in the wider, faith and Jewish world
- **Status and Outreach:** Enabling and encouraging individuals, families and new communities to enter Progressive Jewish life.
- **Youth, Students and Young Adults:** Inspiring and connecting the next generations of Progressive Jews.

Additionally, the Movement for Reform Judaism provides services to a number of partner organisations in the areas of finance, risk, IT, compliance and HR.

The Role

The Director of Finance will join our Senior Leadership Team at this exciting time in the development of Progressive Judaism in this country.

The Director of Finance is a senior role, with responsibility for financial management, risk, and helping to shape strategy for the Movement for Reform Judaism and for Liberal Judaism, and for maintaining a high standard of outsource provision to our partner organisations in the areas of finance, risk, IT, compliance and HR.

Working closely with the CEOs, key professional colleagues and senior lay leaders, you will provide strong leadership to protect the financial sustainability of the charity, ensuring that appropriate financial controls are in place and that resource is used in a monitored and careful way. You will be responsible for management of risk in the organisation, both for day-to-day activities and for events such as tours and residential camps, including in areas such as insurance and GDPR.

You will lead, manage, support and inspire the Finance Department, working 'hands-on' to lead the accounting functions of MRJ, and of the four partner organisations for whom we provide outsourced services.

LJ is currently one of the partner organisations for which MRJ provide services, until the coming together of the two charities. You will be responsible for ensuring a smooth financial transition to form a new charity and efficient wind up of the legacy charities throughout this period of change.

This strategically important role will require financial expertise, ability to drive key internal initiatives, and strong people management and communication skills. It requires a balance of hands-on detailed input alongside strong leadership and ability to work with senior colleagues.

Terms and benefits

Reports to: Chief Executive Officer of the Movement for Reform Judaism
Responsible for: Finance Manager, Bookkeepers x 3 (2 part time, 1 full time)
Salary Range: c.£80,000 - £90,000 p.a. dependent on experience

- Flexible working across a 33½ hour week (mainly office based, with some WFH)
- 21 days holiday rising to 26 after 3 years, plus all holidays as observed by Reform Judaism when they fall on your normal work day.
- Pension up to 7% employer contribution after two years' service
- Life Insurance (2 x salary for first two years; 4 x salary after two years)
- Subsidised lunches from on-site cafe
- Employee Assistance Scheme that includes your partner and immediate family

The successful candidate will initially be employed by the Movement for Reform Judaism, working closely with Liberal Judaism as a partner organisation.

Principal Accountabilities

Strategic Leadership & Management:

- Work with the CEOs of MRJ and LJ, professional colleagues and trustees to develop and implement organisational strategy as the two organisations come together
- Develop and implement appropriate financial strategy and plans to facilitate this strategy
- Work with the CEOs and colleagues to set and manage financial objectives for the organisation
- Lead and manage the Finance Team and other key individuals, cultivating a positive culture of improvement and high performance
- Provide confidential professional support and advice to the Boards of Trustees of each of the partner organisations to ensure the most efficient and effective use of each charity's resources

Financial Management:

- Lead and manage the Finance Team, ensuring all financial systems and controls are fit for purpose and effectively implemented
- Work closely with the Finance Manager to ensure that they are working positively and transparently with their team
- Oversee all finance functions, including accounting, budgeting, financial compliance, PAYE and payroll, business planning, Gift Aid
- Supply timely, reliable financial and management information including management accounts, key performance indicators, insight on performance and forecasts, and identification of opportunities for improving financial performance
- Foster a culture of financially responsible decision making across the organisation
- Ensure robust financial controls and processes that provide appropriate control, financial sustainability and efficiency, whilst mitigating risks of fraud and errors
- Oversee cash flow forecasting including managing currency accounts and bank deposits
- Lead the production and approval of statutory financial information complying with FRS 102 and the Charity SORP, liaising with auditors and Finance & Risk Committee

Risk, Compliance & Governance:

- Drive ongoing compliance of MRJ, LJ and partner organisations with statutory and external regulations e.g. under Companies Law, Charity Law, Tax Law and HMRC guidance, Financial Reporting standards and regulation, Charity Commission guidance
- Proactively support compliance with appropriate regulations in other areas including e.g. Fundraising, Health & Safety, GDPR, Building Regulations
- Maintain and implement the organisational Risk Register, working with colleagues to ensure it is kept up to date and that key actions are followed through
- Lead GDPR compliance for MRJ and LJ, to ensure processes are in place so that compliance is maintained for all entities
- Ensure compliance with all tax requirements for MRJ, LJ and partner organisations
- Manage the relationship with our insurance brokers and contractors
- Fulfil the responsibilities of the charity's Company Secretary and ensure statutory reporting and filing to Companies House and the Charity Commission is undertaken accurately and on time

Other Responsibilities:

- Attend Board meetings for MRJ, LJ and partner organisations in a professional and confidential capacity ensuring accurate and transparent reporting
- Undertake any other reasonable duties as reasonably requested by the CEO or Honorary Officers, commensurate with the level of the post
- Attend and fully participate in all relevant staff meetings, supervisions, training days etc

Please note: This is a very hands-on role, including delivery across the full spectrum of duties that are outlined above, as well as being responsible for the MRJ Finance Department and accounting functions of the four partner organisations for whom we provide an accounting service.

Person Specification

Necessary Qualifications

- Experienced qualified accountant (CIMA, ACA or ACCA)

Experience

The successful candidate will have experience of:

- Developing and monitoring an operating budget to ensure that we keep within budget and can identify accurate future finance trends
- SORP/Charity Accounting
- Production of monthly management accounts and highlighting areas of concern or interest
- Production of annual Trustee reports
- Identifying, managing and mitigating risk in an organisation, including for events
- Leading on GDPR ensuring all policies and procedures are compliant
- Year-end accounting and audit processes
- Working in a busy environment, for a number of different stake holders
- Accounting Software
- Managing a team

Skills & Abilities:

The successful candidate will:

- Be a strong multitasker, capable of prioritising areas of work
- Have strong business acumen as well as commercial, financial and risk management skills with a track record of delivering value for money and more efficient ways of delivering outcomes
- Be hands-on to ensure timely delivery of accounts and budgets
- Be able to write and present clear financial reports
- Be able to provide high levels of accounting and financial modelling that is compliant with the Charity Commission's requirements
- Be able to proactively identify areas of risk, ensuring that these are minimised and working collaboratively with stakeholders to ensure appropriate action is taken
- Be able to manage competing demands in a respectful and confidential manner
- Be able to work positively with insurers, ensuring that they are notified of potential risks in advance so that we have full cover

Personal Qualities:

The successful candidate will be:

- An excellent communicator (verbal and written)
- Committed to fairness, equality and diversity
- Committed to high standards of integrity, honesty and self-discipline
- An enthusiastic contributor, with a pro-active 'can-do' approach
- Willing to be flexible to deliver in line with deadlines, with working hours that are reasonable and necessary to fulfil the requirements of the role. This role will include some evenings attending Board meetings, some of which will be in person

Desirable

- Knowledge of the Jewish Community and how we operate within it
- Previous experience within the charity sector and/or a membership organisation

Our recruitment process

As an organisation working with children and vulnerable adults, we uphold the highest levels of safeguarding. All recruitment is subject to our safer recruitment policy ([click here](#))

To comply with our safer recruitment policy, all applications must be on our application form. Please ensure that you read the job description and person specification for the position that you are applying for. It is important that you demonstrate your knowledge, skills and experience meeting the role requirements and person specification, as well as an understanding of our organisation.

There will also be a requirement to make a presentation at second interview stage. To apply please download the [application form here](#).

References

Offers for job roles are subject to the receipt of two references that we consider satisfactory. Please ensure that one referee is your current or most recent employer.

We will not contact referees until an offer has been made and we have received confirmation from you that you are ready for us to contact the referees.

For more information

If you have any questions, or would like to speak to someone about this vacancy prior to application, please contact:

josh@rjuk.org

Rabbi Josh Levy, CEO, Movement for Reform Judaism

gshulman@rjuk.org

Gilly Shulman, HR Director, Movement for Reform Judaism