



## Director of Finance and Operations

**RESPONSIBLE TO:** Chief Executive Officer

**RESPONSIBLE FOR:** Senior HR Executive (PT) and Database & Operation Officer (PT)

**HOURS:** Full-Time (9am-5pm, Monday-Friday)

**JOB LOCATION:** Hybrid - home and minimum 2 days in the office (Amersham, Buckinghamshire)

**SALARY:** circa £65,000 pa

**PENSION:** 7% non-contributory

**ANNUAL LEAVE:** 28 days, plus bank holidays

**OTHER BENEFITS:** Employee Assistance Programme (EAP), Free Parking

Roald Dahl's Marvellous Children's Charity provides specialist nurses and life-changing support for seriously ill children.

Across the UK, over 200 Roald Dahl Nurses care for more than 40,000 children living with complex, lifelong conditions.

For many families, the road to diagnosis is complex and uncertain, juggling hospital visits, managing medications, and navigating treatments and tests. They are often under the care of multiple specialists, across different hospitals.

Roald Dahl Nurses join families on this journey. They provide coordination of care, emotional support, and a trusted, familiar presence both in hospital and at home. They help families feel less overwhelmed and isolated and more in control.

Our vision is that every seriously ill child deserves a Roald Dahl Nurse and fundraising is core to achieving this.

## Job Description

The Director of Finance and Operations (DFO) will play a crucial role in realising our ambitious plans as a charity. The postholder will be a member of our Senior Leadership Team (SLT), along with the CEO, Director of Development, Director of Programmes and Director of Fundraising and Communications. The DFO role is responsible for overseeing the financial health, operational effectiveness, and organisational infrastructure of the charity, ensures that the charity operates efficiently, ethically, and in compliance with all regulatory and fiduciary requirements.

This role blends strategic financial leadership with hands-on operational management and is critical to enabling the charity to achieve its charitable programme as well as provide long-term sustainability.

## Key Responsibilities

### Financial Leadership & Management

- Provide strategic financial leadership, including long-range financial planning, budgeting, and forecasting.
- Develop and manage the organisation's annual operating and capital budgets in collaboration with senior leadership.
- Manage the accounting functions, including payroll and pension, and month-end and year-end close.
- Prepare and present timely, accurate financial reports to the SLT, Finance and Investment Sub- Committee, and Board of Trustees.
- Monitor cash flow, reserves, and investments to ensure financial stability and liquidity.
- Ensure compliance with all financial regulations, funder requirements, and nonprofit accounting standards.
- Lead annual audits and coordinate with external auditors.
- Manage relationship with investment managers and their adherence to investment strategy.
- Support the Fundraising team in submitting income application, financial reporting, and compliance requirements.

### Operations & Organisational Management

- Oversee day-to-day operations to ensure efficient systems, processes, and internal controls.
- Lead and continuously improve policies and procedures related to finance, operations, and administration.



- Manage organisational risk, insurance coverage, and compliance (e.g., legal, regulatory, and contractual obligations).
- Oversee facilities, technology, and vendor relationships, ensuring cost-effectiveness and reliability.
- Ensure strong data management, financial systems, and operational reporting tools are in place.

## Human Resources & Administration

- Oversee HR operations, including payroll, benefits administration, employee policies, and compliance with employment laws.
- Partner with leadership on workforce planning, compensation strategy, and organisational design.
- Support performance management systems and contribute to a positive, inclusive organisational culture.
- Ensure onboarding, offboarding, and personnel record management processes are effective and compliant.

## Leadership & Strategy

- As a key member of the senior leadership team, contributing to organisational strategy and decision-making.
- Advise the SLT and Board on financial and operational implications of strategic initiatives.
- Translate financial data into clear, actionable insights for non-financial stakeholders.
- Lead and mentor finance and operations staff, fostering professional development and accountability.

## Person Specification

Attribute	Essential (E) or Desirable (D)
<b>1. Knowledge:</b>	
Good understanding of the charity sector across the UK, including regulatory and governance requirements	E
Strong understanding of financial management, fund accounting, budgeting, forecasting, and financial controls in a charitable or comparable organisation	E
Ability to think at a strategic and operational business level, including organisational planning, monitoring, evaluation, and risk management	E
Knowledge of effective operational systems, policies, and processes that support organisational sustainability and growth	E
7–10 years of progressive experience in finance and operations, preferably in the nonprofit sector	E
Experience in the management and accounting of significant endowments	D
Good working knowledge of Xero accounting software	D
Member of professional accounting organisation eg ICAEW, CIMA...	D
<b>2. Skills</b>	
Strong financial analysis and problem-solving skills, with the ability to translate complex financial information for non-financial audiences	E
Tact, diplomacy, and the ability to respect confidentiality when handling sensitive financial, operational, and people matters	E
Excellent oral and written communication skills, including the ability to present clearly to senior leadership, trustees, and external stakeholders	E
High level of organisational and prioritisation skills, with the ability to meet deadlines under pressure	E
Experience of leading HR or administrative functions in a growing organisation	E
Ability to communicate effectively with people at all levels and from a wide range of backgrounds	E
<b>3. Personal Qualities</b>	
Proactive, enthusiastic and willing to contribute ideas	E
Strong organisational and time management skills, able to manage multiple projects and deadlines	E
A collaborative team player who enjoys working cross-functionally	E



Confident communicator with excellent interpersonal skills	E
Flexible and adaptable, comfortable responding to changing priorities	E
Demonstrated experience with nonprofit financial management, fund accounting, budgeting, and audits.	D

## How to Apply

Interested candidates should submit a CV and cover letter outlining their suitability for the role to [recruitment@roalddahlcharity.org](mailto:recruitment@roalddahlcharity.org). The deadline for applications is **Thursday, 12<sup>th</sup> February 2026**. Formal interviews will be held week commencing 23<sup>rd</sup> February and week commencing 2<sup>nd</sup> March. Informal conversations will take place as applications are submitted.

## Other Information

This job description helps the post holder to understand their main duties. It is not exhaustive, and the role's duties may change from time to time, in discussion with the post holder and consistent with the level of responsibility appropriate to the grade of the post.

- Roald Dahl's Marvellous Children's Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Confirmation of appointment will be subject to a satisfactory standard Disclosure and Barring Service check.
- The appointment is subject to the satisfactory completion of a six-month probation period.
- Roald Dahl's Marvellous Children's Charity is committed to achieving the highest standards of service and employment practice. We give equal opportunity to everyone, regardless of background. While our offices are not currently accessible for people with significant mobility difficulties, we will make all reasonable adjustments to allow the most suitable candidate to perform their role effectively.
- The post holder will have the right to work in the UK.
- The post holder will be required to travel within the UK, for example to attend meetings.
- The post holder may also be required to work occasional evenings and weekend, for example, to support fundraising events.