

ONE REN

JOB OUTLINE

DEPARTMENT:	Chief Executive	FUNCTION:	Chief Executive Office
POST TITLE:	Finance and Governance Director	POST ID:	
GRADE:	G15	LOCATION:	Hybrid – Office and home based
REPORTING TO:	Chief Executive		
LINE MANAGEMENT OF:	Strategic Finance Manager; Risk and Governance Manager; Contracts and Procurement Manager, Strategic Assets Manager		

Job Purpose:

Reporting directly to the Chief Executive, the post holder is part of the Executive team and is responsible for driving the charity's high performance through excellent financial management, governance and reporting systems, ensuring accountability, transparency, fairness and ethical conduct in the company's operations and decision-making.

The Director of Governance and Finance is the strategic executive lead for the Governance and Finance function and accountable for the effective stewardship of the organisation's financial strategy and governance arrangements. The postholder ensures compliance with statutory and regulatory requirements, leads risk and assurance functions, promotes ethical standards and supports the Board in delivering effective corporate governance and sustainable organisational performance.

Under your leadership, the Governance and Finance function will provide focus for organisational sustainability and assurance, supported by appropriate frameworks. You will lead the function in providing competent direction, advice, support and tools for use across all business areas to meet our obligations for corporate governance, financial management, contracts and procurement, Health & Safety, risk management, internal and external audit, information governance and compliance.

KEY DUTIES AND RESPONSIBILITIES

1. Corporate Governance

You will work with the Chief Executive, the Executive Team and Board of Directors to ensure OneRen's governance arrangements meet best practice and legislative requirements to support its current and future business needs, its financial sustainability and delivery of the company's strategic aims and charitable objectives.

You are responsible for maintaining and updating an effective suite of core governance documents and practices, working with the Chief Executive, the Executive Team and the Board of Directors, including:

- Lead the development and maintenance of an effective governance framework.
- Support the Board, Committees and Executive Team in fulfilling their governance responsibilities.
- Ensure company compliance with governance codes, standing orders and organisational policies.
- Responsible for Company Secretary duties, ensuring OneRen complies with legal, statutory and regulatory requirements and acts as the main link to the Board
- Coordinate Board and Committee reporting.

2. Financial Leadership and Stewardship

You will act as the chief financial advisor to the company for the development and delivery of the company's financial strategy, revenue and capital budgets and ensure robust fiscal management and integrity across the business adhering to Financial Regulations and ensuring sound systems of internal control are maintained.

Responsible for providing financial insight, challenge and support to organisational decision making. Lead the development of a business partnering model that provides proactive financial support, challenge and insight to services, improving organisational performance and decision making. Ensure financial, commercial and performance information is integrated to support strategic planning and organisational sustainability.

- Finance Business Partnering
- Commercial analysis
- Performance management
- Financial insight
- Finance Business Partnering
- Commercial analysis
- Performance management
- Financial insight

You will work in partnership with Renfrewshire Council to ensure the service level agreement (SLA) is updated to reflect changes requested by either party, ensuring the annual service fee is aligned to achieve delivery of the SLA within OneRen's business plan. Responsible for funding strategy, budget settlement negotiations and ongoing liaison with Renfrewshire Council regarding annual funding and service level agreements

You will work with the Executive Team and Senior Managers on budgetary financial forecasting and stress testing, setting KPIs in line with the business strategy and business planning, including:

- Lead the organisation's financial strategy and planning.
- Ensure long-term financial sustainability and value for money.
- Develop and monitor budgets, forecasts and financial performance.
- Prepare statutory accounts and annual reports.
- Ensure appropriate financial controls and governance frameworks are in place.
- Oversee treasury, cash flow, investments and reserves.
- Advise the Board and Executive Team on financial risks and opportunities.

3. Risk Management and Assurance

You are accountable for managing risk and assurance by establishing and overseeing internal controls, compliance frameworks, risk identification processes and independent audits, verifying that the company operates within legal boundaries and is protecting its assets. Your responsibilities include:

- Lead the corporate risk management framework.
- Ensure strategic, operational, financial and reputational risks are identified and managed.
- Develop assurance processes that provide confidence to the Board.
- Oversee internal and external audit arrangements with the relevant teams.
- Report regularly on risk and assurance activities.

You are accountable for establishing and ensuring appropriate business continuity policies and plans are in place at all times, working across all parts of the company to ensure plans are robustly prepared, understood, updated and tested as fit for purpose, reporting to the Board.

You are accountable for the insurance framework to ensure the charity has insurance policies, and arrangements for dealing with any claims arising and that policies are market tested and take into account the company's governance structure, changing needs and the external environment it is operating in.

4. Compliance and Statutory Responsibilities

You will oversee the company's statutory reporting requirements and ensure regulatory compliance with legislation and industry rules including:

- Companies Act requirements
- Charity law
- Procurement legislation
- Data Protection and GDPR
- Freedom of Information requirements
- Health and Safety obligations

You will monitor legislative changes and advise the Chief Executive, the Executive Team and Board of Directors on organisational impacts.

You will develop and maintain all necessary governance, reporting and control systems, to ensure effective and efficient controls and identify legislation, standards and requirements that impact

on the company's activities, governance and reporting requirements, making recommendations to ensure the company remains compliant and progressive.

You are accountable for ensuring a focus on establishing appropriate governance, policies, assurance arrangements and compliance frameworks

You will manage and update policies and procedures to safeguard the charity's assets and provide assurance to the Chief Executive, the Executive Team and the Board.

You will lead the strategic procurement and contract management responsibilities of all external contracts and services provided by suppliers to ensure that these are operating effectively, are compliant and offer best value to the company and service delivery requirements.

5. Ethics, Integrity and Conflicts of Interest

You will promote the highest standards of ethical conduct throughout the company and maintain policies relating to:

- Code of Conduct
- Anti-fraud and corruption
- Whistleblowing
- Gifts and hospitality
- Conflicts of interest

You will ensure declarations of interests are appropriately recorded and managed.

You will always support transparency and accountability in decision-making.

6. Audit and Counter-Fraud

You will act as the principal liaison with internal and external audit teams.

You will oversee arrangements for the delivery of a risk-based internal audit programme to safeguard the company's assets and to give assurance to the Board on the effectiveness of the management controls operating across the company.

You will ensure that audit recommendations are implemented and monitored.

You will oversee anti-fraud strategies and investigations and maintain robust systems to prevent financial irregularity and misuse of public funds.

7. Strategic Leadership

You will work closely with the Chief Executive and Executive Team to drive improvements in the charity's performance, reputation and overall service delivery; horizon scanning all relevant sectors to ensure the charity is keeping pace with market changes and is resourced to deliver excellent customer-facing services and visitor experience.

As part of the Executive Team, you will lead, motivate and create a culture where all teams can operate at their best, by providing the appropriate resources, support and development.

As the Governance and Finance Director, you will also:

- Contribute to the development and delivery of organisational strategy.
- Provide professional advice to the Chief Executive and Board.
- Support effective decision-making through robust financial and governance information.
- Foster a culture of accountability, continuous improvement and good governance.

LEADERSHIP DUTIES AND RESPONSIBILITIES

1. Create clear and measurable targets for all team members to contribute towards linked to the business strategy.
2. Contribute to the development of corporate and service policies, procedures and strategy relating to the area of responsibility and ensure effective implementation.
3. Manage the resources and budgets of the functional areas effectively, in accordance with the charity's Financial Regulations to ensure the most cost-effective delivery of services.
4. Manage relevant employees within the functional areas in accordance with the charity's People policies.
5. Promote the health and safety of employees at work and of service users through the implementation of the charity's Health & Safety Policy, procedures and relevant statutory requirements.
6. Lead on the development of comprehensive and effective performance management systems for all areas of functional responsibility taking appropriate action(s) to ensure attainment of agreed success criteria.
7. Maintain up to date knowledge of best practice within areas of functional responsibility and ensure compliance with all relevant legislation, providing professional advice to the charity, Board and a range of committees as required.
8. Establish and maintain appropriate business continuity arrangements for the areas of functional responsibility and contribute to the Emergency planning and business continuity plans across the charity as required.
9. Establish and build effective partnerships with the Trade Unions by fostering good working relationships with our nominated trade union representatives.
10. Support staff development utilising employee development tools.

PERSON SPECIFICATION

POST: FINANCE AND GOVERNANCE DIRECTOR

LOCATION: OFFICE AND HOME WORKING

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION	- Educated to degree level or equivalent and hold an appropriate professional qualification - Maintain registration / membership of relevant professional institute/body	Evidence of continuing relevant professional development at an executive level	Application
RELEVANT EXPERIENCE	Extensive leadership experience within large, complex organisations, holding senior finance and corporate services roles with regular accountability to Board-level stakeholders, contributing to long-term commercial and organisational strategy. Significant expertise in governance, risk and assurance, including ownership of strategic risk registers, engagement with internal and external auditors, and mitigation of financial, operational and compliance risks. Proven ability to lead, develop and inspire multi-disciplinary teams, fostering high performance across finance and corporate service functions through effective coaching, mentoring and organisational leadership. Demonstrable success in delivering organisational change, driving process improvement, automation and operational efficiencies within complex and demanding environments.	- Public sector charity experience - Experience of working with Trade Unions - Understanding of sector-specific regulatory environments.	Application / Interview

	• Strong experience in business planning, performance management and continuous improvement, using data-driven insights to monitor progress, evaluate outcomes and produce clear, timely reports against strategic objectives and key performance indicators (KPIs).		
SPECIAL KNOWLEDGE & SKILLS	• Strong expertise in corporate governance, regulatory compliance and assurance, with a thorough understanding of internal controls, risk management frameworks, company secretarial responsibilities, and relevant legal and regulatory requirements. • Comprehensive knowledge of corporate finance and treasury management, including financial modelling, long-term financial planning, statutory reporting, commercial market dynamics, and the identification, assessment and mitigation of financial and operational risks. • Extensive understanding of the legislative, policy and regulatory environment, including health and safety, sustainability, insurance, safeguarding of organisational assets, and the wider obligations affecting corporate operations. • Highly developed analytical and strategic thinking skills, with the ability to interpret complex technical and financial information and communicate key insights clearly and effectively to diverse audiences. • Proven ability to build and maintain strong stakeholder relationships, influencing and collaborating effectively with internal and external partners to achieve organisational objectives.	• Thorough knowledge of public sector policies and key objectives	Application/ Interview

	• Strong decision-making and problem-solving capability, balancing risk management, compliance obligations and commercial growth objectives to support sustainable organisational success.		
PERSONAL FEATURES/ QUALITIES	• Exceptional relationship-building skills, establishing trust and credibility with a wide range of internal and external stakeholders. • Highly effective communicator and influencer, able to engage with confidence, diplomacy and sensitivity to achieve positive outcomes across diverse groups with competing priorities. • Collaborative and solutions-focused leader, bringing creativity, innovation and a positive, proactive approach to problem-solving and organisational challenges. • Adaptable and resilient, embracing change, managing competing priorities effectively, and maintaining high performance in demanding environments. • Strong judgement and a willingness to take informed risks, fostering a culture of continuous learning, accountability and open sharing of lessons learned. • Demonstrates the highest standards of integrity and professionalism, consistently acting with honesty, transparency and sound ethical judgement. • Results-driven and committed to excellence, with a strong focus on delivering high-quality outcomes and achieving organisational objectives.		Application/ Interview
MANAGEMENT COMPETENCES	• extensive senior leadership experience, including responsibility for leading large, multi-disciplinary teams and delivering organisational		Application/ Interview

	objectives within complex environments. • Proven executive-level management capability, providing strategic direction, effective governance and strong organisational leadership. • Successful in developing high-performing, collaborative and learning-focused cultures, enabling teams and wider organisations to continuously improve, innovate and achieve results. • Leads with integrity, transparency and self-awareness, consistently demonstrating organisational values while fostering trust, respect and accountability. • Excellent communicator, sharing information clearly, openly and constructively, while actively listening and responding to diverse perspectives and feedback. • Highly effective influencer and negotiator, able to secure commitment, build consensus and drive positive outcomes across a range of stakeholders. • Tactful, confident and assertive, with the ability to communicate and engage effectively at all levels within complex and politically sensitive environments. • Strong organisational and operational management skills, capable of prioritising competing demands, managing resources effectively and ensuring the successful delivery of strategic and operational objectives.		
OTHER	• Positive “can do” attitude and willingness to support others where needed • Ability to multi-task and work in a focused and fast-paced environment • Willingness to work occasional evenings and weekends, if required, understands the		Application/ Interview

	need for visible leadership and to role-model values and behaviours. • Maintains the standards expected by the organisation at all times; always remembers that they are representing the company		
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Devised by:	Stacey Martindale	Date:	05 August 2026
Approved by:	Victoria Hollows	Date:	05 August 2026
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