



Job Description:
**Director of Finance &
Operations**

WELCOME

Thank you for your interest in the Director of Finance and Operations role at JW3.

JW3 Trust is a community charity, known for running JW3, the only Jewish Community Centre and cultural venue of its kind in the UK - open to all, regardless of race, religion, belief, gender, sexuality, ability or age. We opened our doors in October 2013 and have since welcomed over 1,750,000 visits to our purpose-built venue in London, NW3.

Our Cinema, Howard Hall, Dorfman Piazza, Café, and over a dozen other studios and spaces play host to a diverse, year-round programme of events and activities in pursuit of our charitable mission. We engage thousands of people every week in a range of activities, including adult education, language classes, theatre, music concerts, youth activities, workshops, demonstrations, parties, talks, debates, films, family programmes, a Food Bank and much more.

We are now seeking an exceptional **Director of Finance and Operations** to join our Senior Leadership Team, providing strategic leadership and direction to ensure we achieve our ambitious plans. You will play a key role in supporting our objectives by ensuring we are a financially sustainable and efficiently run organisation.

You will be an experienced senior leader, with proven success of working in partnership with Senior Leadership Team colleagues and lay Boards. Your excellent interpersonal skills, team leadership experience, problem solving acumen, and superb financial analysis and management expertise will be key to your success at JW3. You will use all of these in order to drive our success by enhancing our financial resilience and strengthening our operational capabilities.

You will work especially closely with the Chief Executive, Senior Leadership Team, JW3 Trading Board and the Board of Trustees to develop and implement the charity's strategy. And you will support and lead the Finance Team and the Head of Building & Facilities to ensure the smooth and effective management of JW3's financial and physical resources.

We believe that JW3 can make a transformational impact on the British-Jewish community and wider society by increasing the range and number of Jewish people engaged with positive Jewish experiences and expressions of Jewish life; by bringing greater numbers of Jews into positive contact with other types of Jewish people across divides, strengthening the sense of community; and by enabling people to engage in meaningful social action and foster closer relationships between Jewish people and other communities.

If this excites you and you are confident that you have the skills and attributes we are looking for below, we encourage you to apply for this role and we look forward to discussing it with you.

Raymond Simonson,
CEO, JW3

OUR VISION & MISSION

Our Vision is of a vibrant, diverse, unified British-Jewish community, engaged with Jewish life and actively contributing to wider society.

Our Mission is to create open and welcoming Jewish spaces that bring different people together, strengthen identities, and build community through arts, culture, education and social action.

We aim to achieve this by creating outstanding events, activities, classes and courses – the diversity of which reflects the diversity of our community; and by offering multiple entry points into Jewish life, culture and community for the widest possible range of people regardless of age, background or belief.



OUR CORE VALUES

These six values shape our culture, guide how we behave and inform our decision-making. They are at the heart of the way we work, driving how we act as individuals and as an organisation:

Kehillah

קהילה

Community

Hachlalah

הכללה

Inclusivity

Yitsiratiyut

יצירתיות

Creativity

Chesed

חסד

Lovingkindness

Shituf Peulah

שיתוף פעולה

Collaboration

Dugma Ishit

דוגמא אישית

Leading by Example



PURPOSE OF ROLE:

This is a key senior leadership role within the organisation, responsible for the sound financial planning, leadership, management, and operational success of the organisation. The Director of Finance & Operations (DFO) will provide strategic leadership and ensure optimal performance of the organisation's finance, IT, compliance and operational functions, together with governance oversight as Company Secretary.

Reporting directly to the CEO and working closely with the CEO and the rest of the Senior Leadership Team (SLT), the DFO will lead, manage and inspire the Finance Team and the Head of Building & Facilities, and will work closely with key professional colleagues and senior lay leaders, including Trustees. Through skilled leadership and management of highly committed staff, the DFO will maximise the organisation's resources to ensure the efficient day to day running of the organisation which underpins the effective delivery of our activities in pursuit of our charitable objectives.

This strategically important role will require financial expertise, ability to drive key internal initiatives forward, and strong people management and communication skills.



KEY RESPONSIBILITIES

Strategic Leadership & Management

- Work collaboratively with the CEO, senior leadership and Trustees to develop the organisation's medium and longer-term strategy
- Accountable for the development and implementation of appropriate financial strategy and plans
- Work closely with the CEO and other senior colleagues to set and manage annual financial objectives for the organisation
- Lead and manage the Finance Team, Head of Building & Facilities and other key individuals, cultivating a positive culture of inclusion, continuous improvement, and high performance
- Provide professional support to the JW3 Trading Board directors and the JW3 Trust Board trustees, maximising the potential of their experience, knowledge and contacts to ensure the most efficient and effective use of the charity's resources.

Financial Management

- Lead and manage the Finance Team, ensuring all financial systems and controls are fit for purpose, and account properly for all income
- Oversee all finance functions, including accounting, budgeting, financial compliance, PAYE and payroll, business planning, VAT and Gift Aid
- Supply of timely, reliable financial and management information including management accounts, key performance indicators, insightful commentary 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
- Oversight of cash flow forecasting including managing bank deposits and the relationships with JW3's bankers
- Lead the production and approval of statutory financial information complying with FRS 102 and the Charity SORP, liaising with auditors and JW3's Audit & Risk Committee

Operations

- Overall responsibility for ensuring the most efficient and effective use of all JW3's resources – including our real estate – in order to best deliver against our mission and ensure sustainability
- Directly manage the Head of Building and Facilities to ensure the building operates efficiently and continues to meet the needs of its visitors and users, and that key external suppliers for services such as Security, Housekeeping, IT & telephony and utilities are delivered in an effective and cost-efficient manner.
- Support the Head of Building and Facilities in oversight of the Production function
- Lead on retendering processes for key contracts – eg Security, Housekeeping, IT, Phone systems etc
- Effective management of the contract with the external IT partner; ensuring appropriate policies and best practices are in place and maintained
- Oversee any new capital projects as required in conjunction with other SLT members, as appropriate

Compliance & Governance

- Drive ongoing compliance of all JW3 entities 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 Regulation
- Responsibility for the organisational Risk Register, working with colleagues to ensure it is kept up to date and that key actions are followed through; and be lead professional on the Audit & Risk Committee (ARC),
- JW3 lead for GDPR compliance, managing the overall relationship with the external DPO to ensure processes are in place so that JW3 maintains compliance
- Ensure compliance with all tax requirements for JW3 entities
- Manage the relationship with JW3's insurance brokers
- 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

- Contribute to strategic leadership of the organisation as a key member of the Senior Leadership Team (SLT)
- Represent JW3 externally, communicating the vision, values, and case for support to the wider community at appropriate opportunities and external forums
- Undertake any other reasonable duties as reasonably requested by the CEO or Trustees, commensurate with the level of the post
- Attend and fully participate in all relevant staff meetings, supervisions, training days etc.

REVIEW ARRANGEMENTS:

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder.



THE POSTCODE FOR JEWISH LIFE

All staff must wholeheartedly buy into JW3's mission, vision and values. A belief in the importance of community, inclusivity and working cross-communally is critical. A sensitivity to the Jewish context and community in which JW3 operates is vital.

Essential Skills, Knowledge & Experience

- Demonstrable track record of success at a senior finance leadership role, including high-level strategic decision-making, financial planning and strategic operational management, together with oversight of other areas such as property or IT
- Successful experience of working effectively and collaboratively with Boards, finance/audit committees, and senior leadership colleagues
- Excellent financial leadership including setting, managing and analysing organisational and departmental budgets, preparing management accounts and reports, producing business analyses
- Experience of successfully leading on audit file preparation, provision of information to HMRC, and experience of liaising with auditors and other financial institutions
- Demonstrable experience of managing and developing individuals and successful teams, motivating and building individual skills and confidence
- Demonstrable experience of writing proposals & business plans, as well as using insights and data to inform decision making
- Excellent communication, interpersonal, and influencing skills - able to engage effectively with a range of audiences, especially with influential and senior people
- Experience of developing successful, effective relationships with lay leaders and working effectively and successfully with lay committees and boards
- Excellent written and verbal English communication, and numeracy skills
- Extremely well organised, self-motivated, and proficient in creating and working towards plans and targets, with excellent time management skills
- Strong relevant IT skills, including using accounting software; Spreadsheets (Excel), Word, PowerPoint, Internet, Outlook etc

Desirable Skills, Knowledge & Experience *(these are a bonus)*

- Experience of charity and company financial systems, procedures and reporting in compliance with SORPs, GAAPs and IFRS
- Experience of successful financial and operational leadership at a similar level either within the Jewish community sector, or an arts or cultural organisation
- Demonstrable ability to think laterally and imaginatively
- Personal interest in and experience of the arts, culture and Jewish community
- Experience using Sage Line 50 or similar accounting systems

Personal Qualities

We are looking for someone who:

- Is committed to furthering JW3's vision, mission and goals
- Has integrity and credibility, and is trustworthy, honest and reliable
- Is articulate, and has a natural ability to command the confidence of others
- Is highly motivated, extremely well organized, flexible and resilient
- Has a proactive and flexible approach to work, including a willingness to work outside regular hours where necessary

Qualifications and memberships

Relevant accounting qualifications are required. Full membership of a recognised accountancy body such as ICAEW/ICAS/ACCA/CIMA/CIPFA is highly desirable



LOCATION: London, NW3 (some home/remote working possible)

DIRECT REPORTS: Finance Manager, Finance Assistant, Accounts Payable, Head of Building & Facilities

SALARY: £77,500-85,000 (commensurate with experience)

BENEFITS: JW3 staff enjoy working in a dynamic, vibrant community centre environment. They have access to discounted and free tickets to a wide range of cultural, educational and other events and activities that take place under our roof, including free cinema tickets (subject to availability) for our gorgeous boutique cinema.

Staff enjoy eating and drinking in our cafe with their staff discount, taking a break on the JW3 Beach in the summer or coming for a skate on the JW3 Ice Rink in the winter. They also benefit from a best-in-class proactive Employee Assistance Programme (EAP) which offers mental health support, 24/7 medical support through a free online GP, death in service 2x salary, and a physical and mental wellbeing app accessed through gamified technology which offers rewards and discounts. And they have 28 days annual leave (including Bank Holidays) plus all Jewish holidays that fall on a working day.

HOW TO APPLY

We hope that after reading this pack, you are excited to apply for the role, and are confident that you have the necessary skills, experience, knowledge and passion that we need.

If you believe you would make an excellent Director of Finance & Operations for JW3, please send your CV, along with a supporting statement explaining why you would be excited to have you on board to Eszter Bobvos, our Head of People & Culture: eszter@jw3.org.uk

