



Role Profile

Job Title:	Director Of Finance			
Grade:	10			
Salary:	£50,400			
Hours:	35			
Contract Type:	Permanent			
Location:	Kent-based & Hybrid Working			
Responsible to:	CEO			
Responsible for:	Finance Team			
Committed	Curiosity	Connected	Collaborative	Compassionate

Background:

Oasis is a passionate and ambitious organisation committed to tackling the causes and consequences of domestic abuse on families. We are known in Kent & Medway for our dedicated, independent services supporting the cause with a local focus for many years.

Overall:

We provide an efficient service for families affected by domestic violence and abuse across Kent and Medway. These families and individuals will have a range of needs, and our client support work is needs-led, risk-focused, and trauma-informed with a focus on developing individual resilience. We work with clients in a range of settings. We provide group work, and all support colleagues are expected to be capable of integrated working in the wider social system. Colleagues are expected to work flexibly as needed by service demands, including evenings and weekends. Where necessary colleagues are also expected to participate in the out-of-hours service, providing an on-call system for the refuge service users (for which enhancements are paid)

Purpose of the role:

To provide strategic financial leadership to Oasis, ensuring the long-term sustainability and growth of the organisation in its mission to support those affected by domestic abuse. The Director of Finance will lead the development and implementation of financial strategy, oversee all financial operations, and ensure robust governance and compliance. This role will line the Finance team and work closely with the senior leadership team and Board of Trustees to provide high-level financial insight, drive operational efficiency, and support strategic decision-making across the organisation.

Director Of Finance - Kent

The Director of Finance will play a pivotal role within Oasis' Senior Leadership Team, shaping the financial and operational direction of the organisation as we prepare for our next phase of growth. We are seeking a strategic, values-driven leader who will not only strengthen our financial foundations but also help cultivate a high-performing, mission-aligned culture across the organisation.

This is a key leadership opportunity for someone who thrives on both strategic thinking and operational delivery. You will bring a proactive, solutions-focused mindset, capable of working autonomously while building trusted relationships at all levels — from frontline teams to the Board of Trustees.

You will be instrumental in embedding robust financial systems and controls, ensuring excellence in budgeting, forecasting, and reporting. Your insight and leadership will enable Oasis to make informed, sustainable decisions that maximise our impact for those affected by domestic abuse.

Discretion, integrity, and outstanding communication skills are essential, as is the ability to manage complexity, prioritise effectively, and lead with clarity and confidence in a dynamic environment.

Key Responsibilities:

Strategic Financial Leadership

1. Lead the development and implementation of Oasis' financial strategy to ensure long-term sustainability and alignment with organisational goals.
2. Act as a strategic advisor to the CEO, Senior Leadership Team, and Board of Trustees on financial planning, risk, and investment decisions.
3. Oversee the development of annual and multi-year budgets, ensuring alignment with strategic priorities and full cost recovery.
4. Provide high-level financial insight and modelling to support strategic initiatives, tenders, and funding proposals.

Governance, Compliance & Risk

5. Ensure compliance with all statutory and regulatory requirements, including Charity SORP, Companies House, and funder obligations.
6. Lead on financial governance, risk management, and internal controls, ensuring robust systems are in place to safeguard the organisation's assets.
7. Oversee the preparation of statutory accounts and the annual audit process, liaising with external auditors and the Finance Sub-Committee.
8. Ensure financial and operational policies are up to date, reflect best practice, and support the charity's mission and values.

Operational Oversight & Systems Development

9. Oversee the Head of Finance and wider finance team in the delivery of day-to-day financial operations, including cash flow, banking, and investment management.
10. Drive continuous improvement in financial systems, processes, and reporting tools to enhance efficiency and decision-making.

11. Ensure timely and accurate production of management accounts, forecasts, and financial reports for internal and external stakeholders.

Leadership & Organisational Development

12. Line manage the Head of Finance, providing strategic direction, professional development, and performance oversight.
13. Foster a culture of financial accountability and literacy across the organisation, supporting teams to understand and engage with financial processes.
14. Lead financial training and capacity-building initiatives for colleagues and managers to strengthen organisational financial competence.

Board & Stakeholder Engagement

15. Prepare and present financial reports to the Board of Trustees and Finance Sub-Committee, translating complex data into clear insights.
16. Build strong relationships with trustees, funders, and partners, representing Oasis in financial discussions and negotiations.
17. Support the CEO and SLT in the development and delivery of the organisational strategy, ensuring financial sustainability is embedded throughout.

General Responsibilities

18. Champion Oasis' values and commitment to equity, diversity, and inclusion in all aspects of financial leadership.
19. Maintain confidentiality and integrity in handling sensitive financial and organisational information.
20. Undertake any other duties consistent with the role of Director of Finance as required by the CEO or Board.

Review arrangements:

The details contained in the role specification reflect the content of the job at the date the document was prepared. It should be remembered, however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, we expect to revise this role specification from time to time and consult with the postholder at the appropriate time.

Oasis Domestic Abuse Service is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Person Specification	Essential	Desirable
1. Experience		
<ul style="list-style-type: none"> Significant experience in a senior finance leadership role within an organisation with a turnover of £1 million or more, ideally in the charity or non-profit sector. 	Y	
<ul style="list-style-type: none"> Proven track record of developing and implementing financial strategies that support organisational growth and sustainability. 	Y	
<ul style="list-style-type: none"> Extensive experience in financial planning, budgeting, forecasting, and reporting at a strategic level. 	Y	
<ul style="list-style-type: none"> Strong understanding of charity finance, including SORP, fund accounting, and regulatory compliance. 	Y	
<ul style="list-style-type: none"> Demonstrated experience of working with financial systems and overseeing the implementation or optimisation of financial software packages. 	Y	
<ul style="list-style-type: none"> Experience of preparing and presenting financial reports to Boards, funders, and senior stakeholders. 	Y	
<ul style="list-style-type: none"> Substantial leadership and line management experience, including developing high-performing teams and managing change. 	Y	
<ul style="list-style-type: none"> Experience of working collaboratively as part of a senior leadership team and contributing to organisational strategy and decision-making. 	Y	
<ul style="list-style-type: none"> Experience of working with Boards of Trustees or equivalent governance bodies. 		Y
<ul style="list-style-type: none"> Experience of supporting fundraising, tendering, or commissioning processes through financial modelling and reporting. 		Y
<ul style="list-style-type: none"> Experience of leading risk management processes and contributing to organisational governance frameworks. 		Y
2. Knowledge & Qualifications		
<ul style="list-style-type: none"> Fully qualified accountant (e.g. ACA, ACCA, CIMA) with significant post-qualification experience in a senior finance role. Exceptional candidates qualified by extensive relevant experience may also be considered. 	Y	

<ul style="list-style-type: none"> • In-depth knowledge of charity finance, including the Charities SORP (FRS 102), fund accounting, and regulatory compliance. 	Y	
<ul style="list-style-type: none"> • Strong understanding of financial governance, risk management, and internal control frameworks. 	Y	
<ul style="list-style-type: none"> • Excellent IT literacy, including advanced Excel skills and experience with financial software systems and reporting tools. 	Y	
<ul style="list-style-type: none"> • Sound knowledge of financial planning, budgeting, forecasting, and financial modelling in a strategic context. 	Y	
<ul style="list-style-type: none"> • Commitment to ongoing professional development and staying current with sector-specific financial regulations and best practices. 	Y	
<ul style="list-style-type: none"> • Understanding of social housing finance and housing benefit systems. 		Y
<ul style="list-style-type: none"> • Familiarity with database management principles and their integration with financial systems. 		Y
<ul style="list-style-type: none"> • Experience with digital transformation or financial systems implementation projects. 		Y
3. Capabilities & skills		
<ul style="list-style-type: none"> • Strong strategic thinking and decision-making skills, with the ability to translate complex financial data into clear, actionable insights for senior stakeholders. 	Y	
<ul style="list-style-type: none"> • Excellent leadership and interpersonal skills, with the ability to inspire, influence, and build trust across all levels of the organisation, including Board members. 	Y	
<ul style="list-style-type: none"> • Highly organised and methodical, with the ability to manage multiple priorities and deliver high-quality outcomes in a fast-paced environment. 	Y	
<ul style="list-style-type: none"> • Proactive and self-directed, with the confidence to take initiative and drive improvements independently while fostering collaboration. 	Y	
<ul style="list-style-type: none"> • Exceptional communication skills, both written and verbal, with the ability to present financial information clearly to non-financial audiences. 	Y	

<ul style="list-style-type: none"> Advanced proficiency in financial software and systems (e.g. QuickBooks, Xero), with a strong understanding of how to leverage technology to improve financial processes and reporting. 	Y	
<ul style="list-style-type: none"> Demonstrated experience in preparing and managing complex budgets, including restricted and grant-funded income, and producing high-quality financial reports for funders and stakeholders. 	Y	
<ul style="list-style-type: none"> Experience leading or overseeing the implementation or transition of financial systems or databases. 		Y
<ul style="list-style-type: none"> Ability to identify and implement process improvements that enhance efficiency, transparency, and accountability across the organisation. 		Y
4. Other		
<ul style="list-style-type: none"> Candidates must be willing to undergo an Enhanced Disclosure & Barring Service check 	Y	
<ul style="list-style-type: none"> Evidence of qualifications listed on the application form 	Y	
<ul style="list-style-type: none"> Full driving license and access to use of own vehicle (subject to the provisions of the Disability Discrimination Act 1995). 	Y	

