



Job Description and Person Spec

Job Title:	Director of Finance
Reporting to:	Chief Executive
Salary:	£53,040.00 per annum
Hours:	Full time – 30-37 hours per week (Flexible)
Location:	Hybrid/Leeds

To apply:

If you are interested in the opportunity, please send your **CV** and a **covering letter** to recruitment@heartresearch.org.uk outlining how you meet the person specification **by Friday 8th August 2025**. If you would like an informal discussion with the CEO, please contact nicole@heartresearch.org.uk to schedule in the week commencing 4th August.

Interviews to take place at our Leeds Office.

About Heart Research UK

Every five minutes someone dies from heart diseases in the UK, and it is likely that we will all be affected one day. At Heart Research UK we are tackling this problem head on. Our work focuses on developing lifesaving medical research to find new treatments and cures, delivering ground-breaking training and education, and helping communities to improve their heart health. We won't stop until there are no more deaths from heart diseases.

Our values:

Trustworthy – We do what we say we will and explain why if we can't. When people choose to give us their money, we ensure we spend it wisely on projects that are most important to those affected by heart diseases. We are clear about what we expect from our people, and we support them in work and life.

Ambitious – We want to bring an end to all heart diseases and on our journey, we want to help as many people as possible to live healthier and longer lives. We want to raise more so we can do more. We know that as a smaller organisation some people will stay with us for the ride while others will move on – we support the development of our teams so they can achieve their goals. We encourage new ways of doing things and know that we won't always get it right, but we will learn from everything we do.

Passionate – We believe in what we are doing, no one should die from heart diseases. We are doing everything we can to help save lives. We embrace emotion! We want to support everyone – to have innovative ideas that bring change and promote growth. Our people can be confident that we have their back, and they can enjoy their time with us.

Our people:

We are currently a team of 40 people and growing. There are currently six people in the Marketing and Communications Team. Since the pandemic, we have moved to a hybrid working model, with some of our team members working remotely, with occasional trips to our Leeds and Birmingham offices, and travel to events around the UK.

We look after our team and have developed a number of wellbeing initiatives to help support our staff. This includes regular wellbeing sessions which cover various themes such as sleeping well, nutrition and goal setting, as well as a range of other staff benefits.

This is an exciting time to join the charity as we have recently launched our new long-term strategy, building on our ambitions to make an even bigger difference to the lives of people developing or dying from heart diseases.

We are looking for someone to join our energetic, collaborative, and dedicated team. Someone who will contribute to our culture and have the drive and passion to help us achieve our ambitious goals.

Key Tasks and Responsibilities

- Production of monthly, quarterly and annual accounts to a variety of audiences. Ensuring budget holders receive financial information necessary to fulfil their own responsibilities
- Work with the Chief Executive and Finance Committee on annual budgeting, long term financial planning and forecasting for the organisation
- Production of the annual statutory accounts with the Auditors and liaising with the Audit Committee
- Production and presentation of standard and ad hoc reports to the Board of Trustees, Committees and Senior Leadership Team
- Management of the Finance Assistant, and IT and Office Assistant, including training, development and performance management
- Proactively seeking to improve all financial controls, ensuring the processes are fully documented, frequently reviewed and communicated as appropriate
- Company Secretary for Charity & Trading Companies.
Ensuring the organisation meets and complies with all statutory reporting obligations and requirements, Charity Commission, Companies House and OSCR
- Presenting financial information and data from a variety of sources in an easily understandable way
- Payroll administration including liaising with the Inland Revenue & pension company

- Liaising with auditors, banks, Investment Managers and other financial institutions
- Continually innovating to ensure financial processes link up with other processes across the organisation
- Responsibility for statutory insurances with Insurance Broker
- Manage the contract with the IT Support Company
- Undertaking any other duties appropriate as identified by the CEO

PERSON SPECIFICATION

HRUK is an equal opportunities employer committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age.

You will be proactive, resourceful and a great team player. You will be an excellent communicator to a variety of audiences and able to display complex information in a straightforward and imaginative manner.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Qualified Charity accountant</p> <p>And/or qualified by 5yr + senior charity experience</p>	<p>Postgraduate diploma in Charity Accounting and Financial Management (or equivalent)</p> <p>Degree in a related discipline</p>
Knowledge and Experience	<p>Comprehensive experience using accounting software</p> <p>Proven experience of budget preparation, setting and monitoring and financial forecasting</p> <p>In depth experience producing and presenting management accounts</p> <p>Comprehensive experience of payroll administration</p> <p>Understanding and experience of managing Restricted funds</p> <p>Understanding and experience of accounting for Legacy income</p> <p>Understanding and experience of claiming Gift Aid</p>	<p>Experience & Knowledge of Xero accounts and Xero payroll.</p> <p>Knowledge of Beacon fundraising database</p> <p>Awareness of data protection compliance</p> <p>Experience of accounting for a VAT registered Trading Subsidiary & completing quarterly VAT returns</p> <p>Experience of managing an IT support company contract</p> <p>Experience of project management</p>

	<p>Experience of Microsoft Office, especially high-level use of Excel</p> <p>A shared commitment to our vision, culture and values</p>	
Skills	<p>Strong analytical skills and an ability to interpret complex data</p> <p>Great attention to detail and accuracy</p> <p>Strong people management skills</p> <p>Ability to deal with a variety of issues and prioritise workload</p> <p>Clear communication skills both written and oral</p> <p>Ability to react quickly to requests for information from a variety of audiences</p>	