



Role Description of the ACP Director of Finance

(Hybrid Working)

This document is to be read in conjunction with the Finance and Remuneration Committee Terms of Reference

1. Scope of the Role

- The Director of Finance is an executive director of the ACP, and a key member of the executive team and the Board of Directors. They are responsible for oversight and governance of the ACP's financial resources and for income generation.
- Day to day finance processes are delegated to the CEO and Business Manager. The ACP holds a contract with an independent accountancy firm which provides support for the monthly and annual processing of management accounts and is available for other forms of financial advice. We also work with an independent HR consultancy to provide advice and support in relation to employment and other HR issues.
- The central responsibility of the Director of Finance is therefore to ensure these processes are in place and working effectively, to identify and manage any financial and resource risks to the organisation, to work with the CEO, Business Manager and Chair on forward planning the ACP's finances and reporting to the Board on these matters. An Executive Assistant will provide administrative support.

2. Skills and Qualifications

- Degree in accounting, business, economics, finance, or a related field.
- Experience in a finance role.

3. Key responsibilities of the role

- Chair the Finance and Remuneration committee, including setting the timetable and agenda for the meetings, recording the decisions of the Committee and reporting these to the board.
- Ensure that the committee carries out its responsibilities related to transparent policies and procedures for remuneration (3.1), developing and adhering to policies on financial management (3.2) and governance of the ACP's resources (4).
- Work with other ACP colleagues (e.g. Events and Community Manager) to identify other sources of income generation such as conference sponsorship.

- Identify and mitigate financial and other resource risks through the ACP's Risk Register.
- Ensure the ACP annual accounts are prepared in line with the Rules of Association.
- Oversee investment of reserves in line with aims of the ACP's reserves strategy.
- Produce an annual report for members on the ACP's financial position and related actions.
- Contribute a finance and resources perspective to committees and working groups of the ACP as needed.
- Manage short-term business liabilities and long-term assets.
- Understand and monitor cash flow. Analyze financial data.
- Forecast expected expenses and earnings.
- Seek out methods for minimising financial risk to the ACP.
- Deliver regular performance analysis, reports on ongoing projects, and improvement recommendations for senior management.
- Establish and maintain financial policies and procedures for the ACP.
- Understand and adhere to financial regulations and legislation.
- Other responsibilities which apply to all members of the Board of Directors.

4. Key Relationships

- As a director of the ACP the Director of Finance is responsible to the Chair of the ACP and the Board of Directors.
- They will be supported in the administration of the Finance and Remuneration Committee and other aspects of their role by an Executive Assistant.
- They will work with:
 - The CEO on the development and implementation of financial and other resource policies and the overall management of the ACP's finances.
 - The CEO, Business Manager and Chair of the ACP to produce a budget that reflects the business plan for the ACP.
 - The Business Manager and accountant to ensure that good financial management systems are in place.
 - A nominated Non-Executive Director to develop arrangements for governance and oversight of financial processes.

5. Meeting attendance and time commitments

- **The defined time commitment for the role of Director of Finance is 3.5 hours.** The commitment may vary on a weekly basis depending on workload but should not exceed 3.5 hours per week on average across the year. Commitments are estimated as follows:

Meeting/Task (all online unless stated)	Schedule	Time commitment (hours per year)
ACP Board	Friday 15.00 – 17.30, four times per year plus time for reading papers (One Board meeting in person, London Office)	18
Executive Group	Friday 11.00 – 12.30, monthly plus preparation	30
F&R Committee	Monthly	11
AGM	four hours per year including rehearsal	4
Attendance at ad hoc meetings with staff, accountant and Chair	Estimated at 30 minutes per week on average	22
Correspondence	All Directors are provided with an ACP email account and are expected to access it at least twice each week. Approx. 30 minutes	21
Report writing, planning and other administrative tasks	Estimated at one hour per week on average	44
Total		150

- Assuming approximately 44 weeks as the working year, 150 hours equates to 3.5 hours per week on average.

6. Term of Office and Remuneration

- The term of office for each Director, including the Chair, shall be a minimum of two years and a maximum of four years. In exceptional circumstances the four-year term may be extended for a further two years.
- Remuneration for **the role is paid at the pro rata rate of £6,195.83 per annum** (£516.32 per month). The rate is reviewed annually.
- Other appropriate expenses will be reimbursed in line with the ACP's expenses policy.
- A contract with terms and conditions as a Director of the ACP will be provided at the commencement of the role.
- Directors will be registered as a Director of the Association of Child Psychotherapists Ltd. with Companies House at the commencement of the role.

- The core competencies for all Directors include an ability to:
 - take on a leadership role in relation to the organisation and its tasks;
 - contribute to strategic direction of the ACP;
 - explore accountability of self and others;
 - take an independent, unbiased and objective view;
 - listen and communicate effectively;
 - examine evidence/complex documentation;
 - work effectively as part of a team.

- The ACP is committed to addressing all forms of prejudice and discrimination in the institutions and practices of the profession. This includes, but is not limited to, any discrimination on the basis of race, gender, ethnic origin, religious belief, sexual orientation, age or socio-economic status. All ACP Directors and staff are expected to uphold and implement the ACP's [Statement on Diversity](#)

- There is an expectation:
 - of strong commitment to the role;
 - of regular attendance at meetings;
 - that Board members will have read meeting papers in advance in order to be able to enter into discussion about them;
 - that all matters will be kept confidential and that data will be handled in line with the ACP's Data Protection Policy;
 - that Directors will undertake training if needed.
 - no Board member can act on his or her own on matters relating to the ACP without proper authority from the full ACP Board.
 - the Board will review its own effectiveness annually, the review to include whether the size and structure is fit for purpose and whether its members have the necessary skills.

7. Process for Appointments

Shortlisting and interviews will be conducted by a panel including representatives from the Board (including a lay member as appropriate) and from the ACP's Diversity and Equality Working group. Other staff and post-holders may be co-opted as necessary.

Appointments will be confirmed at the following meeting of the ACP Board before being put to the following Annual General Meeting for ratification in line with the Rules of the Association.

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