



Job Title:

Financial Director (FD)

Reporting to:

Chief Executive Officer (CEO)

Job Summary:

The Finance Director is the most senior finance professional within the St John Ambulance and Rescue Service (SJARS), holding a pivotal position within the organisation's leadership structure. As a key member of the Senior Leadership Team (SLT), the post-holder plays an influential role in shaping the strategic direction of the Service.

In addition to financial leadership, the role provides overarching direction for the organisation's business resources, ensuring that finance, compliance, and resource planning are fully integrated into operational and strategic decision-making. The Finance Director is responsible for financial control, reporting, and compliance, delivering high-quality business intelligence to support the CEO, SLT, Board of Directors, and relevant States of Guernsey Government Departments.

The role requires a strategic thinker with strong leadership credentials, sound judgement, and the ability to collaborate effectively at the most senior levels. The FD insight and stewardship will help ensure the Service remains financially sustainable, operationally agile, and aligned with its long-term objectives.

The postholder will serve as the Treasurer of SJARS, in accordance with the requirements set out in the *Charities and Non-Profit Organisations (Registration) (Guernsey) Law, 2008*, ensuring appropriate oversight of financial governance and compliance. They will also contribute actively to the St John Group Executive Management Team (EXCO) — a collaborative, cross-organisational forum that supports and advances shared priorities across the wider St John family through a partnership-based approach. The post holder will work alongside and collaboratively with the SLT, Financial Controller (FC) and EXCO to ensure the organisation is professionally managed including financial governance, risk management, financial control to allocated budget lines, business development and best practice guidelines.

The postholder will be accountable for the leadership, oversight, and effective delivery of the organisation's core business resources, including—but not limited to—Finance, Administration, Information Technology, and Insurance. They will support the FC in the day-to-day management of the team, including conducting appraisals, holding regular one-to-one meetings with direct reports, and identifying and nurturing individuals for potential inclusion in the Service's succession planning.

This job description is a broad outline only, allowing for scope, development and job satisfaction. A review of this job description may take place at any time, but specifically at yearly intervals.

The hours of duty will be determined by the requirements of the post and will require flexibility on the part of the post holder but will average 18.75 hours per week.

KEY RESPONSIBILITIES

Senior Management

- To provide effective leadership and support to the SLT, in order to ensure excellent strategic and value-added financial management for SJARS, and support the SLT in the effective delivery of their functions;
- Providing high-level and quality financial information and advice to the CEO and SLT, taking a leading role in strategic and resource planning activities;
- To be responsible for the high level, technical review of business cases to support the development of best value for money investment proposals;
- To contribute to the SJARS contract renewal process and any ongoing funding and investment plans, providing relevant insight, reliable data, and constructive challenge;
- To take responsibility for the development and management of key control frameworks, in line with best practice, and ensuring compliance with the agreed framework to promote transparency and accountability.

Management

- To manage, develop and mentor the staff that report to them ensuring that direct reports are managed professionally with a commitment to continual staff development and career progression;
- To be accountable for, and support the FC, in the day-to-day line management of the SJARS Administration and Finance team, (currently consisting of a Finance Officer and a Finance Supervisor). To constantly seek effective automation in all systems such that staff time can be focused on delivering value added activity;
- Support the use of technology to enhance service delivery.

Accounting

- To be accountable for, and support FC, in ensuring all accounting duties are adhered to, including liaison with external audit.

Reporting

- To be accountable for, and support the FC, in ensuring all reporting duties are met and that all stakeholders receive appropriate financial reporting;
- To support and educate stakeholders in understanding specific and general reporting;
- To provide full interpretation of quarterly reports for the SJARS Board and SLT;
- To provide oversight and guidance in the production of annual revenue and capital budgets.

Cash Management

- To oversee all cash management and treasury function for SJARS, ensuring proper controls and compliance and optimisation of interest earning balances.

Payroll and Pension

- To be accountable for, and support the FC, in delivery of the payroll and pension function by overseeing and approving the strategy for effective and compliant delivery and reporting.

KEY RESPONSIBILITIES Cont'd

Insurance

- To take full responsibility for the proper placement and renewal of all insurance policies for SJARS.

Information Technology

- To take overall responsibility for managing the outsourced contract and relationship with SJARS Information Technology (IT) partner and ensuring that SJARS maintains and delivers an appropriate and agreed IT strategy;
- Support digital transformation initiatives in line with agreed strategic objectives.

Projects

- To take a lead role in the oversight of all SJARS “projects” to ensure appropriate levels of control and compliance are exercised effectively in delivering outcome-based activities.

YOU WILL

- Act as a mentor to all relevant team members ensuring they remain well trained and motivated as part of a best in class finance team;
- Motivate and persuade team members with varying levels of experience to be self-motivated and work with minimal supervision;
- Act with honesty and integrity at all times as a trusted director of the Finance team;
- Ensure controls are effective, updated and implemented where required;
- Contribute to the monitoring and reviewing of revenue generation through analysis of the different mix of revenue streams. With specific focus on income generation from the subscription scheme and non-subscription ambulance call outs and determining the most effective mix of these incomes in aggregate;
- Develop effective channels of communication between St John Commandery (SJCom), St John Guernsey (SJG) for the provision of financial inter division information and accounting;
- Liaise with local government departments to ensure that a good working relationship is maintained and thus ensuring that sales invoices are settled on a timely basis and allocated to the correct department for varying types of Ambulance journey;
- Help develop and recommend any areas of improvement that can be created with the accounting function and be looking to find efficiencies and technical innovations wherever necessary;
- Assist the Chief Executive Officer in the execution of their duties;
- Avoid any behaviour which discriminates against your fellow employees, volunteers or potential employees on the grounds of sex, marital status, race, age, colour, nationality, ethnic or national origins, religion or disability;
- The postholder has a responsibility to ensure that the Service's Health and Safety policies and procedures are complied with to maintain a safe working environment for their team, patients, visitors and employees. All employees have a duty to protect their own health and safety and that of other persons who may be affected by their acts or omissions;
- The post holder has a responsibility to acknowledge that access to confidential patient data is part of the role and that data protection is of paramount importance. All employees have a duty to protect patient data in accordance with current data protection legislation;
- All individuals are expected to act in accordance with the Service's Code of Conduct and to ensure their team adheres to these standards.

This job description is a broad outline only, allowing for scope, development and job satisfaction. A review of the portfolio of responsibilities may take place at any time, but specifically at yearly intervals.

Person Specification

This is a specification of the essential and desirable requirements to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Qualified Accountant (ACA, ACMA or ACCA or equivalent).	✓	
Degree in a related field or proven equivalent experience.	✓	
Experience		
Significant accountancy role experience (minimum of 5 years) at senior management level, including experience at Board level.	✓	
Preparation of Financial Statements to UK GAAP/IFRS standard.	✓	
Producing Financial and Budgetary Reports to Board of Directors.	✓	
Preparation of Annual Budget and Forecasts including Cash Flow.	✓	
Staff management experience, coaching and mentoring.	✓	
Implementation and administration of complex accounting system and add-in modules.	✓	
Implementation of integrated financial and business systems as part of digital transformation.	✓	
Experience of management/oversight of a payroll function.		✓
Skills, knowledge and abilities		
Ability to think laterally and strategically to provide guidance on development of finance strategies.	✓	
Ability to identify implications on service delivery and strategic priorities on own area to ensure plans and activities reflect these.	✓	
Strong interpersonal skills with experience of operating at a senior level.	✓	
Excellent written, oral and electronic communication skills with high attention to detail.	✓	
Ability to prioritise own and team's workload, working under pressure to tight deadlines while paying attention to the detail and the wider implications.	✓	
Excellent IT skills (Microsoft Word and Excel).	✓	
Evidence of self/professional development and of continuing professional development.	✓	
The ability to work with and relate to all levels of board members, staff and volunteers across St John Group.	✓	
The ability to manage challenging situations and influence change.	✓	
Professional approach to work with high standards, data protection and confidentiality.	✓	
This Job Description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the St John Ambulance and Rescue Service. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.		
Initials: SG	Date of preparation: June 2025	