Job description

Director of Finance & Operations

November 2026

Position:	**Director of Finance & Operations**
Responsible to:	Chief Executive
Location:	YDMT Offices, Clapham, North Yorkshire
Salary:	Director Scale £53,712 - £56,652 Full Time (35 hours per week). Mix of office and home working. Will consider part time at four days a week.

Job Purpose:

The Director of Finance & Operations is responsible for providing strategic leadership of Yorkshire Dales Millennium Trust's financial management, operational infrastructure, governance and support services.

As a key member of the senior leadership team, you will work closely with the CEO, trustees and senior managers to ensure the long-term financial sustainability, operational effectiveness and regulatory compliance of the organisation. The role first and foremost involves overseeing financial planning, budgeting, forecasting, reporting and compliance, ensuring robust financial controls and the effective use of resources to deliver maximum impact for people, landscape and wildlife.

The role will lead the organisation's central support team covering HR, IT, Governance and Facilities. This is a hands-on leadership role within a small team including Finance Officer, Finance Assistant, Senior HR and Facilities Officer and Governance Assistant. The post holder is not expected to be a specialist in all resource functions but will provide leadership, oversight and continuous improvement across these areas, supported by staff and specialist external advisers.

Our Organisation:

We are a small Charity doing big things to help to protect and enhance the People, Landscape and Wildlife of the Dales.

For 30 years we have delivered diverse and inspirational projects, helping to plant 1.7 million trees and securing the future of more than 850 hectares of wildflower hay meadows, creating habitats for our wildlife and combatting climate change. We are passionate about inspiring vulnerable groups and future generations to care for this special area. Our three-year strategy is centred around building partnerships that increase the scale and pace of nature recovery.

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This role is an exciting opportunity to help shape the future of YDMT, a growing charity with a current annual income of over £2.3million and a staff team of 32 FTE.

OUR VALUES GUIDE EVERYTHING WE DO

- **Enabling** – We make real practical things happen and are approachable, collaborative and inclusive, valuing people's opinions in everything we do
- **Caring** – We are passionate about supporting the people, landscape and wildlife of the Yorkshire Dales and are committed to being sustainable
- **Creative** – We thrive on new challenges and act with entrepreneurial spirit in order to make a positive difference to this special area
- **Honest** – We always act with integrity and are open, clear and fair

HOW WE WORK

- We deliver transformative projects for people and nature, and use our skills to enable other organisations to increase their impact.
- We raise and distribute funds, providing flexible grants and guidance supporting innovative community-led action where it is needed most.
- We are firmly rooted in our communities and have a greater impact by joining forces with our partners.

Main Responsibilities

1. **Organisational Leadership**
   As a member of the YDMT Executive Leadership Team contribute to organisational decision making, supporting the Chief Executive in:
   - Providing leadership, vision and direction, contributing to the strategic development and delivery of YDMT's strategy.
   - Responsibility for management and administration of the organisation in the execution of the Board's policies
   - Ensuring that the Board receives appropriate advice and information on all relevant matters and enabling it to fulfil its governance responsibilities
   - Lead the development and monitoring of the organisational risk register to help ensure effective systems of internal control and risk management are maintained.

2. **Financial Management and Reporting**
   Lead the development of YDMT's long-term financial strategy, ensuring the organisation remains financially sustainable and resilient.

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- Lead on financial management processes across the organisation and providing high quality financial information to support the decision making of the Board of Trustees.
- Ensuring that the financial recording, reporting and forecasting procedures are in place and operate effectively to help monitor long term KPIs and organisational performance measures.
- Produce annual budgets and regular forecasts that inform strategic and operational decision making.
- Work with the Chief Executive and Board to produce Annual Organisational Reports and Accounts
- Act as Company Secretary, managing financial compliance to include filing statutory returns and acting as Company Secretary in terms of Companies House filings, Charity Commission returns
- Leading our Trustee Finance and Resources Committee.

3. Resources & Central Support Functions

Leading and line-managing the central support team of five staff to support the charity's HR, finance, IT, facilities and governance functions, ensuring they are fit for purpose, well-managed and designed for a growing, effective charity, including:

- Accounting and administrative systems
- Development of digital systems and IT infrastructure to improve security and efficiency, data management and compliance.
- HR and Facilities systems and function
- Organisation and preparation for Trustee board meetings
- Oversight and maintenance of accurate fundraising, projects, grant funds and contracts

4. General

- Carrying out duties with due regard to the well-being and safety of others at all times.
- All staff members are expected to support and assist at the occasional evening and weekend event
- This is not intended to be a full description of duties and the post holder may be required to perform any other duties commensurate with the nature of the post as deemed appropriate and by agreement with CEO.