



<https://www.fdcapital.co.uk/job/finance-director-membership-body/>

Finance Director – Membership Body

Description

Job Title: Finance Director

Salary: Circa £80,000 per annum

Location: London (hybrid working available)

Contract: Permanent, full-time

Reports to: Chief Executive / Board of Trustees

Direct reports: Small finance team (or outsourced providers)

Purpose of the Role

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The Director of Finance, Governance & Operations is a senior leadership role with responsibility for the organisation's financial management, governance framework, IT systems, and core administrative operations.

Working closely with the Chief Executive and Board, the postholder will ensure the organisation is financially sustainable, well-governed, operationally effective, and supported by fit-for-purpose systems and processes. This is a broad, hands-on role suited to a small charity or professional membership body, combining strategic oversight with operational delivery.

Responsibilities

Key Responsibilities

Finance & Financial Strategy

- Lead the organisation's financial strategy, budgeting, forecasting, and long-term financial planning
- Oversee preparation of management accounts, cashflow forecasts, and financial reports for the Board
- Lead the year-end accounts and audit process, liaising with external auditors and advisers
- Ensure robust financial controls, policies, and procedures are in place and followed
- Monitor financial performance, identify risks and opportunities, and advise on corrective action

Governance & Compliance

- Act as lead officer for organisational governance, supporting the Board and its committees

Hiring organization

FD Capital

Employment Type

Full-time

Beginning of employment

1st February 2026

Duration of employment

Perm

Industry

Professional Membership

Job Location

London, Greater London, United Kingdom

Working Hours

9-5

Base Salary

£ 75,000 - £ 80,000

Date posted

December 23, 2025

Valid through

31.01.2026

- Ensure compliance with charity law, regulatory requirements, and best practice governance standards
- Oversee the preparation of Board and committee papers, minutes, and action tracking
- Maintain organisational policies, registers, and statutory filings
- Support Trustees in fulfilling their fiduciary and legal responsibilities

IT & Systems

- Hold strategic and operational responsibility for IT and digital systems across the organisation
- Ensure systems (finance, CRM, membership, website, document management) are secure, reliable, and cost-effective
- Manage relationships with external IT support providers and software suppliers
- Oversee data protection, cyber security, and business continuity arrangements
- Identify opportunities to improve efficiency and effectiveness through digital solutions

Operations & Administration

- Oversee day-to-day operational and administrative functions, ensuring smooth running of the organisation
- Lead on contracts, suppliers, facilities, and office management (where applicable)
- Ensure effective internal processes, documentation, and controls across the organisation
- Support operational planning and delivery of events, services, or membership activities

Qualifications

Leadership & Collaboration

- Be an active member of the Senior Leadership Team, contributing to organisational strategy and decision-making
- Lead, manage, and develop staff within finance and operations functions
- Work collaboratively with colleagues to strengthen financial and operational capability across the organisation
- Build strong relationships with external stakeholders, advisers, and partners

Person Specification

Essential

- Fully qualified accountant (ACA, ACCA, CIMA or equivalent)
- Senior finance leadership experience, ideally in a charity, not-for-profit, or membership organisation
- Strong understanding of governance, risk, and compliance in a regulated environment
- Experience overseeing IT systems and working with external IT providers
- Proven ability to operate effectively in a small organisation with a broad remit
- Excellent communication skills, including the ability to work confidently with Trustees

Desirable

- Experience supporting Boards or Trustee bodies
- Knowledge of membership-based income models or mixed funding streams
- Experience of organisational change, systems implementation, or digital transformation
- Familiarity with charity governance codes and regulatory bodies

Personal Attributes

- Strategic and analytical, with strong attention to detail
- Pragmatic, adaptable, and comfortable being hands-on
- High levels of integrity, professionalism, and accountability
- Collaborative leader with the confidence to challenge and influence at senior level

Job Benefits

£80,000 plus benefits

Contacts

FD Capital are a leading membership body recruiter