



Job Title: Director of Finance and Operations

Organisation: Runnymede Trust

Reports to: CEO

Direct Reports: People and Culture Manager, Project Manager, Senior Fundraising and Grants Manager, and the Finance and Operations Officer

Salary: £68,985 to £77,643 (FTE)

Location: Hybrid - two days a week in the office in London

Hours: Part time - 28 hours per week

Contract: Permanent

About Runnymede Trust

The Runnymede Trust is the UK's leading independent race equality think tank. For over 50 years, we have worked to challenge racial inequalities and create a more just and equitable society through high-quality research, evidence-based policy development, and public engagement.

Our work is grounded in the belief that racial justice is essential to a thriving democracy and a fair society. We work across a wide range of issues including education, employment, criminal justice, health, migration, housing, and economic inequality - centring the lived experiences and voices of racially minoritised communities throughout our work.

We combine rigorous research with advocacy, strategic partnerships, and influencing work to shape public debate and drive systemic change. Our work seeks not only to understand inequality, but to challenge the structures and systems that sustain it.

To support the delivery of our mission, we are guided by a set of core values that shape both our work and our culture:

- We're uncompromising on quality and evidence - producing rigorous, credible work that drives informed debate and meaningful change.
- Our work is rooted in care - centring humanity, wellbeing, and respect in how we work with communities, partners, and each other.
- We believe in the power of solidarity - recognising that collective action and collaboration are essential to achieving racial justice.
- We are thoughtfully courageous - willing to challenge injustice, ask difficult questions, and speak truthfully with integrity and purpose.

As an organisation, we are committed to anti-racism, equity, collaboration, and intellectual integrity. We strive to create an inclusive and supportive working environment where colleagues are empowered to contribute, develop, and make meaningful impact.

About the role



The Director of Finance & Operations is a key senior leadership role at The Runnymede Trust, reporting directly to the CEO and leading the organisation's core operational and enabling functions. The postholder will play a critical role in ensuring the organisation has the financial resilience, operational infrastructure, people systems, and governance frameworks needed to deliver its mission as the UK's leading racial justice think tank.

This role combines strategic leadership with hands-on operational oversight across finance, HR, governance, IT, compliance, facilities, and organisational operations. The postholder will lead and strengthen Runnymede's enabling functions, ensuring the organisation operates effectively, sustainably, and in alignment with its values.

Working closely with the CEO, Board, and senior leadership team, the Director of Finance & Operations will support organisational decision-making, strengthen operational planning and accountability, and help ensure colleagues across Research & Policy and Communications are equipped to deliver high-impact work.

The role is ideally suited to someone who is both strategically minded and operationally confident - a collaborative leader who can lead teams, improve systems and processes, and support organisational effectiveness in a small, ambitious and mission-driven environment.

Key Responsibilities

Organisational Leadership & Strategy

- Contribute as a member of the senior leadership team to the overall strategic direction, organisational planning, and operational management of The Runnymede Trust.
- Work closely with the CEO and senior leadership team to ensure organisational priorities are supported by effective operational planning, financial management, and organisational infrastructure.
- Provide high-quality financial and operational insight to support organisational decision-making, sustainability, and long-term planning.
- Support the development of a collaborative, inclusive, anti-racist, and values-led organisational culture aligned with Runnymede's mission and ways of working.

Financial leadership, planning and sustainability

- Lead the development of the annual organisational budget (circa £1–2m) and business planning process in collaboration with the CEO and senior leadership team.
- Produce timely and accurate management accounts, annual accounts, financial reports, forecasts, and analysis for the CEO, Board, and Finance, Audit & Risk Committee.
- Responsible for cash flow forecasting, reserves management, financial planning, and financial controls to ensure the organisation's long-term sustainability.

- Ensure compliance with Charity Commission regulations, Companies House requirements, and charity SORP accounting standards.
- Lead the annual audit process and manage relationships with external auditors.
- Lead on payroll, pensions, preparing VAT returns, and financial administration working closely with the Finance & Operations Officer.
- Support organisational sustainability and income generation through financial planning, grant budgeting, restricted fund management, and oversight of funding-related financial risk.
- Work closely with the senior leadership team to cost and budget grant applications, funding proposals, and restricted funding bids.
- Manage restricted fund accounting, ensuring accurate tracking of grant expenditure, compliance with funder requirements, and timely financial reporting.
- Oversight of fundraising, including monitoring funding pipelines, organisational income forecasts, and financial risks, escalating concerns and recommendations to the CEO and Board where appropriate.
- Support due diligence processes for new funders, institutional partnerships, and strategic funding opportunities.

Operations, systems and organisational effectiveness

- Lead and strengthen the organisation's operational infrastructure, ensuring systems, processes, and ways of working are effective, efficient, and fit for purpose, including through the Project Manager (1 year FTC) role and their work to implement and embed a project management approach for the organisation.
- Identify opportunities to improve organisational systems, operational processes, and internal coordination to support organisational effectiveness and sustainable growth.
- Oversee the day-to-day operational running of the organisation including office management, IT systems, supplier contracts, facilities, and operational compliance.
- Ensure the organisation's IT infrastructure and operational systems effectively support hybrid working and current and future organisational needs, including investigating and implementing how AI can support organisational goals.
- Lead procurement and contract management processes, ensuring value for money and effective supplier relationships.
- Oversee facilities management and maintain a safe, accessible, and inclusive working environment.

People, culture and team leadership

- Manage and support the People & Culture Manager, Project Manager, Senior Fundraising & Grants Manager, and Finance & Operations Officer, providing effective

leadership, supervision, coaching, and development support to ensure high-performing and collaborative enabling functions across the organisation.

- Support managers across the organisation with recruitment, onboarding, performance management, and people-related processes.
- Oversee HR policies, employment processes, staff wellbeing initiatives, and organisational people practices, ensuring legal compliance and alignment with organisational values.
- Support the development of a positive, collaborative, and anti-racist organisational culture.
- Lead on organisational learning and development processes, including appraisal systems, staff development, and performance frameworks.

Governance, risk & compliance

- Develop best practice for the management, monitoring, and reporting of the organisational risk register, presenting to the Board and relevant sub-committees.
- Ensure compliance with all relevant legislation including employment law, GDPR, health and safety, and charity law.
- Act as organisational lead for data protection and safeguarding, ensuring compliant and effective organisational practices.
- Support the Company Secretary function, including preparing Board papers, supporting Finance, Audit & Risk Committee administration, and maintaining statutory registers.
- Work closely with the Chair of the Finance, Audit & Risk Committee to ensure effective Board oversight of financial, operational, and organisational risk matters.

Person Specification

Experience

- Demonstrable experience in a senior finance and/or operations leadership role within the charity, not-for-profit, public, or values-led sector.
- A recognised accountancy qualification or demonstrable equivalent senior-level financial management experience gained through practice.
- Experience of leading organisational operations and enabling functions, including areas such as finance, HR, governance, compliance, IT, or organisational infrastructure.
- Experience of organisational financial management including budgeting, forecasting, management accounting, financial controls, audit processes, and financial planning.
- Experience of supporting organisational strategy, operational planning, and organisational decision-making as part of a senior leadership team.
- Experience of managing teams and developing positive, collaborative, high-performing, and accountable working cultures.
- Experience of governance, organisational risk management, and regulatory compliance within a charity or not-for-profit environment.

- Experience of working in a fast-paced environment and managing competing organisational priorities, complexity, and operational risk.
- Experience of supporting or overseeing grant budgets, restricted funding and fundraising compliance

Skills

- Leadership and people management skills, with the ability to support, motivate, and develop multidisciplinary teams.
- Ability to operate confidently at both strategic and operational levels, balancing long-term organisational planning with hands-on delivery and problem-solving.
- Financial and analytical skills, with the ability to interpret, present, and communicate financial information clearly to non-finance audiences including Boards and senior leadership teams.
- Ability to influence, advise, and support decision-making at senior leadership and Board level.
- Organisational and problem-solving skills, with the ability to strengthen systems, improve operational processes, and support organisational effectiveness.
- Interpersonal and relationship-building skills, with the ability to build trust and collaborate effectively across teams and with external stakeholders.
- IT and digital systems skills, including experience of finance systems, HR systems, CRM platforms, and organisational technology tools.
- Ability to navigate complexity, manage organisational risk, exercise sound judgement, and make decisions in a values-led environment.

Knowledge & Understanding

- Understanding of charity finance, governance, and regulatory compliance, including charity SORP and restricted/unrestricted fund management.
- Understanding of HR processes, employment legislation, organisational risk, operational compliance, and organisational safeguarding responsibilities.
- Understanding of the operational, financial, and sustainability challenges facing charities, think tanks, and social justice organisations.
- Understanding of how operational infrastructure, financial management, and people practices enable organisational impact and effectiveness.
- Demonstrable commitment to racial justice, anti-racist practice, equity-centred leadership, and fostering inclusive organisational cultures.
- Commitment to Runnymede's values and ways of working:

Equity, Access & Inclusion

The Runnymede Trust is committed to creating an inclusive, equitable and supportive workplace where everyone is treated with dignity and respect. As an organisation dedicated to racial



justice and social equity, we recognise that a diversity of backgrounds, experiences and perspectives strengthens our work, challenges our thinking and improves decision-making.

We particularly welcome applications from people from Black, Asian and racially minoritised communities, disabled people, LGBTQ+ people, people with caring responsibilities, people from different socioeconomic backgrounds, and others who are underrepresented within the charity, policy and research sectors. In our recruitment processes, we value the skills, knowledge, experience and perspectives that individuals can bring, particularly where these contribute to broadening representation and bringing insights that are not currently reflected within our organisation.

We are committed to ensuring our recruitment processes are accessible and inclusive. If you require reasonable adjustments at any stage of the process, please let us know.

We recognise that candidates may not meet every requirement in the person specification. If you are excited by the role and believe you can make a strong contribution to our work, we encourage you to apply.

This job description provides an overview of the role and may evolve over time in line with organisational priorities.