
JOB DESCRIPTION

Job Title: Finance Governance Manager

Grade: D

Department: Finance

Main purpose of job:

The Finance Governance Manager is responsible for the development, maintenance, and oversight of the Finance department's governance framework. This includes risk management processes incorporating policies, procedures and internal controls that support sound decision making, regulatory compliance and organisational resilience. This role sits in the first line of defence and acts as a central point of contact for financial governance. They will work closely with the second line of defence and be the primary liaison for the outsourced Internal Audit provider.

Responsible to: Mike Culverhouse – Group Financial Controller

Budgetary responsibilities: N/A

Responsible for: N/A

Key Job Responsibilities:

Risk Management

- Maintain and update the Finance department's risk register in line with CAF's risk management framework, consulting with Finance colleagues to ensure risks are identified, assessed, monitored, reported, and escalated where appropriate.
- Monitor emerging risks and industry trends and support management in identifying and implementing appropriate mitigations.
- Co-ordinate committee reporting including preparing risk insights for senior leadership and governance committees.

Controls & Assurance

- Design operational and financial controls across key processes in Finance, ensuring they are robust, well-documented and consistently executed.
- Identify weaknesses, recommend improvements, and track remediation.
- Perform regular testing to assess control effectiveness and work with controls owners (and auditors as needed) to resolve issues and strengthen the control environment.
- Support the Finance team's incident and error reporting processes, ensuring root-cause analysis, timely remediation, and lessons-learned reviews.

Policies & Procedures

- Lead the review and ongoing maintenance of Finance policies and procedures.
- Ensure documentation is current, clear, and aligned with regulatory expectations.
- Coordinate activities such as establishing and operating a periodic policy review cycle.

Collaboration with Second Line

- Work with Risk & Compliance teams to ensure alignment with enterprise risk frameworks and regulatory requirements and to collaborate on relevant risks and controls.
- Support cross-functional governance and controls initiatives.

Internal Audit Management

- Act as the main liaison for the outsourced Internal Audit provider.
- Support audit planning, scoping, and evidence provision.
- Ensure clear understanding of findings and timely completion of action plans, including cross-functional support to other teams as needed.

Continuous Improvement & Advisory

- Provide advice on policies, controls, and risk matters.
- Promote a strong governance culture across Finance and the wider organisation as appropriate.
- Identify opportunities for process improvement and automation.

Stakeholder Management

- Maintain relationships internally and externally as needed to undertake the role.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management, and development of performance of all our people across CAF.

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Date: March 2026

PERSON SPECIFICATION

Job title: Finance Governance Manager

Date: February 2026

Attributes	Essential ✓	Desirable ✓	How Evidenced [†]
Experience <ul style="list-style-type: none"> • Demonstrable experience in a role involving financial governance, controls, risk or assurance. • Experience working collaboratively across Finance and with second-line functions (e.g. Risk, Compliance). • Experience of working in a complex organisation. • Experience of working within financial services or the third sector. • Hands-on experience working with Internal Audit (internal or outsourced), including coordinating audits and managing actions. • Experience of presenting or contributing to papers for senior management or Committees. 	✓ ✓ ✓	✓ ✓ ✓	A/C A/C A/C A/C A/C A/C
Qualifications <ul style="list-style-type: none"> • A recognised professional qualification in finance, audit, risk or governance or equivalent demonstrable experience, such as: <ul style="list-style-type: none"> - ACA / ACCA / CIMA - CIA / IIA qualification • Degree or its equivalent. 	✓	✓	A/C/E A/C/E
Specialist Skills/Ability/Knowledge <ul style="list-style-type: none"> • Strong analytical and problem-solving skills, with attention to detail. • Proven ability to work autonomously in a fast-paced and fluid environment, demonstrating initiative, adaptability and sound judgement, and confidence engaging with senior management. • Strong experience drafting financial policies and process documentation. • Strong understanding of financial governance, internal controls and risk management within a Finance function. • Practical knowledge of the Three Lines of Defence model and how Finance operates as a first line function. • Understanding of internal audit processes, including audit planning, fieldwork, reporting and tracking of actions. • Knowledge of financial risk management, including maintenance of risk registers and control frameworks. • Familiarity with modern risk tools. • Knowledge of the UK charity sector, including Charity Commission guidance and trustee responsibilities. 	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	A/C A/C A/C A/C A/C A/C A/C A/C

<ul style="list-style-type: none"> Knowledge of accounting standards, tax regulations, and VAT requirements. 		✓	A/C
Communication <ul style="list-style-type: none"> Effective communication and interpersonal skills for interacting with internal and external stakeholders. Collaborative approach and commitment to building positive working relationships. 	✓		A/C
	✓		A/C
Personal Qualities <ul style="list-style-type: none"> High levels of integrity, professionalism and discretion. A proactive, improvement-focused mindset with a strong sense of ownership. Interest in, or commitment to, the charitable purpose and values of the organisation. 	✓		A/C
	✓		A/C
	✓		A/C
Special Conditions <ul style="list-style-type: none"> "Office first" role based in Kent. 	✓		A/C
Prior to Appointment All posts: <ul style="list-style-type: none"> Credit Check Sanctions Check Basic DBS Check Employment References Medical Clearance Right to Work in the UK 	✓		R/E
	✓		
	✓		
	✓		
	✓		
	✓		

✓ Tick either the *Essential* or *Desirable* column as appropriate for each attribute

† Insert the code from the key below for how you intend to assess this requirement e.g. at interview, via references etc.

Key

R = References, E = Evidence/Certificates, A = Application, C = Competency Interview, T = Testing/Assessment