

Role Profile & Person Specification

Job Title:	Finance Director
Department:	Finance & Executive
Location:	Office Base (flexibility to work from home up to 3 days per week)
Role reports to:	Chief Executive Officer

Role Profile

Purpose of Role:

Oversees all the finance and accounting operations. Ensures that appropriate controls are in place and that accurate, timely and useful financial information is produced.

Works with the senior leadership team to develop strategy and leads on developing aligned budgets that ensure long term financial health.

Leads and manages the finance & facilities functions for the organisation ensuring both provide an exceptional service to the whole business.

Key Responsibilities:

People & Team Management (20%)

- Provide direction, role clarity and support to ensure team members are equipped to deliver objectives as required.
- Undertake all performance management duties in line with IMI guidelines
- Develop and maintain a motivated team

Finance Function (50%)

Financial Control

- Manage all transactional and financial accounting areas, ensuring that appropriate controls are in place
- Manage the Sage 200 accounting system (G/L, S/L, P/L), ensuring that any relevant processes are appropriately controlled
- Oversee the treasury function, including all banking, investment and payment systems (Lloydslink, HSBC, Quilter Investments, BACs etc.)
- Review all cash and bank reports, forecasts and reconciliations prior to issue
- Review and approve supplier pay-runs and ad-hoc payments prior to authorisation
- Review the monthly transfer to the deposit account request
- Attend meetings as required relating to the above areas

Financial Accounting

- Manage the month end accounting process according to the agreed timetable
- Review and approve all general ledger journals
- Prepare the month end accounts according to the agreed timetable
- Review all monthly Balance Sheet reconciliations
- Prepare/and or review the monthly trial balance and accounts file (P&L and B/S)
- Review any regular and/or ad hoc financial accounts related analysis and reports
- Manage the year-end accounting and audit processes

- Manage the statutory accounts and annual return processes
- Keep up to date with accounting standards relevant to the organisation, ensuring that they are understood, communicated and appropriately applied
- Own the Finance Manual, ensure it complies with internal and external accounting requirements and prepare the annual update

Management Information & Corporate Governance

- Is expected to contribute to and often lead in any discussions regarding the legal, governance, accounting and tax implications of proposed policies
- Creates clear, concise Board reports and papers with cost impact of proposals, recommendations and final outcomes
- Presents accurate financial information to the Board and Audit & Remuneration Committee in a timely manner.
- Carries out financial and statistical research to assist in the formulation of new policies and planning and reviewing new or revised initiatives
- Ensures all financial and other information required by regulation is prepared in a timely manner to ensure the Annual Report timelines are met.
- Ensures that the financial records are audited and accounts filed at Companies House
- Creates papers for the Board, Senior Leadership Team and others as requested
- Manages the process for changes to the Articles of Association.
- Ensures directors' information is accurate and up to date with Companies House.

Management Accounts, Budgeting & Forecasting

- Oversees the timely and accurate issue of draft and final monthly management accounts in the agreed format to budget holders
- Attends management accounts meetings as required, working closely with the Financial Accountant to ensure that management information provided to all stakeholders is timely, relevant and accurate
- Leads on and provides accurate and timely financial information for the annual budget process, the quarterly forecasting process or other performance reporting requirements, such as KPIs

Taxation

- Ensures that the organisation is kept up to date with all relevant taxation legislation and that information is communicated and applied appropriately
- Manages all taxation requirements for the organisation, ensuring that all reports and payments are submitted according to deadlines (VAT, PAYE/NI, Corporation Tax)
- Reviews all tax computations including the quarterly VAT reconciliation, return and payment, ensuring that the PESH has been applied appropriately

Internal Control

- Reviews, adapts & oversees internal controls to ensure compliance with regulations affecting the IMI
- Carries out such internal audit checks as required to ensure internal controls are functioning effectively

Facilities Management Function (25%)

Property, Grounds, Facilities & Reception

- Ensures Grade II listed building is kept in good state of repair
- Oversees the effective management of facilities for staff and visitors (inc Reception)
- Oversees and monitors the effective management of meeting rooms & conference facilities
- Oversees and monitors the effective management of the grounds
- Reviews the suitability and cost effectiveness of new contractors and suppliers
- Reviews costs for required goods or services to achieve maximum value for money
- Oversees the management of services provision such as security, maintenance, post, archiving, storage, cleaning, catering, waste disposal and recycling

- Reviews the best allocation and utilisation of space and resources within the premises
- Ensures effective plans for future development in line with strategic business objectives
- Health & Safety
- Oversees health & safety requirements for building & grounds are met
- Oversees the H&S of staff and visitors
- Attends H&S committee meetings as required and oversees resulting actions are completed in a timely manner

Other

(5%)

- Manages the delegated authorities (payments) and authorised signatories (bank) lists and policies for the organisation
- Ensure timely & accurate responses to National Statistics Enquiries and similar requests for the organisation
- Oversees that contractual agreements are met
- Represent the Finance Department at cross-departmental meetings as required
- Carries out other tasks and activities as requested by the CEO

Key Performance Indicators:

- Feedback from key stakeholders
- Financial Control, Accounting and Taxation accuracy
- Sage 200 and Financial Accounts accuracy

Key Relationships:

Internal:

- Finance Team
- Executive Directors Team (EDT), Senior Management Team (SMT), other managers
- Board & Audit & Remuneration Committee

External:

- Bank
- Auditors
- Tax advisors

Job Context:

- The job-holder reports to the CEO
- The job-holder is a Director with two direct reports:
 - Financial Accountant
 - Facilities Manager

Job Dimensions:

People

- Managing performance - Sets clear, measurable individual & team performance goals, monitors and evaluates performance, deals with underperformance, finds solutions to problems that may impact performance
- Training & development - Pro-actively identifies training opportunities for self and others, develops individual/team skills through relevant assignments
- Coaching - Helps others to advance their skills by effective questioning and guidance to reach an appropriate solution or action
- Team building - Responds constructively to others' ideas and suggestions and encourages active participation and cooperation within the team

Leadership

- Future planning - Ability to think longer term in-line with business strategy to create effective, meaningful & adaptable action plans

- Persuading & influencing - is able to clearly define & communicate the message, listen carefully and respond appropriately across a wide range of people in a variety of situations
- Change management - Understands the human side of change and knows how to help people deal more effectively with change, maintains commitment and brings people successfully through the change process
- Persuading & Influencing – has the ability to use audience-specific language to communicate the message with clear examples to best illustrate the point, can present multiple arguments in support of a position

General

- Operates as a senior leader & manager with responsibility & accountability for the quality of outputs & overall performance of a functional responsibility
- Identifies & implements improved dept procedures & policies to better suit the needs of the organisation
- Responsible for the creation and success of a departmental business plan to operationalise the organisation strategy
- Has authority to improve/amend Company policies and/or precedents in response to business needs
- Communication involves high level of negotiation/persuasion and advising, guiding and influencing using specialist knowledge

Authority Level:

- Financial – responsible for the management and authorising of budget spend up to Director level limits, has bank approval authority
- Director – has Director level decision-making authority for the Finance & Facilities departments and, as part of the senior leadership team has collective operational decision-making authority for the organisation

Person Specification

Essential Experience Requirements

- Previous experience in senior leadership post in small/medium organisation
- Understanding of Company Director responsibilities
- Previous experience managing a small transactional team delivering on whole business expectations
- Understanding and knowledge of Board and sub-committee requirements
- In-depth knowledge and understanding of accounting, budgeting and auditing principles and procedures built up over a number of years' experience in a similar senior level post
- High-level of business and financial modelling management experience inclusive of governmental accounting, legal and statutory requirements
- Previous experience in technical accounting & taxation
- Hands on experience using and optimising financial accounting systems

Desirable

- Experience working in a similar role for a small not for profit organisation
- Experience of international business, including China
- Hands on experience using, managing and developing Sage 200 (General Ledger, Sales Ledger, Purchase Ledger)
- Education, professional body or automotive sector background

Required Knowledge, Skills & Abilities

- Ability to interpret budget, accounting and fiscal procedures, policies and regulations
- Comprehensive understanding of zero, exempt and irrecoverable VAT
- Ability to translate complex financial information for non-finance managers
- Strong numerical skills with a high level of accuracy and attention to detail
- Organised and methodical, able to prioritise and organise workload effectively
- Clear and concise communication skills, both orally and in writing
- Able to plan, organise, lead and co-ordinate a team
- Team and customer orientated
- Has a hands-on approach
- Is flexible and adaptable, with good time management skills to meet own, team and wider business deadlines
- Advanced MS Excel skills

Essential Qualifications:

- Qualified accountant (ACA, ACCA or equivalent)
- Degree in mathematics, economics, finance, accounting, business, or a similar subject.

Other:

- Credit check required due to the nature of the role