

CANDIDATE PACK FOR THE POSITION OF

CHIEF FINANCE OFFICER



INSTITUTE OF THE
MOTOR INDUSTRY



Berwick Partners
an Odgers Berndtson company

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ABOUT THE IMI

WHO WE ARE

The Institute of the Motor Industry (IMI) was founded in 1920 when society – as now – was experiencing rapid technology driven change. We believe passionately that industry personnel (over 800,000) need the most relevant, up-to-date skills and qualifications to progress – especially during times of intense change. We are first and foremost a people-first business.



Our services support over 120,000 community of members and 73,000 learners across 89 countries. We are a sector-led professional body meaning that we focus on the workforce of the automotive industry servicing a broad range of people from different sub-sectors and occupations. We also hold awarding body and end-point assessment status and work closely with relevant regulators to maintain our standards.

We have over 100 employees and an annual turnover of c.£12.6m. Almost half of our income relates to awarding and end-point assessment activity (referred to as regulated income), with the rest coming from 'non-regulated' services. We have an ambition to grow our non-regulated income and find new and innovative ways of driving commercial growth..

We are a values-based organisation who places great importance on the professional conduct of our staff and community of members.

WHAT WE DO

The IMI is committed to furthering the automotive profession. We have a team of staff who achieve this across three key areas:



- **Promote** the sector as a career of choice through campaigning and developing resources for schools, building partnerships to deliver career activities and showcasing world-class talent through skill competitions.



- **Develop** the skills of automotive people and equipping new entrants to the sector with the skills and competence to be effective through Apprenticeships and qualifications. Advancing the knowledge and skills of the workforce through developing e-learning, CPD courses and accreditations to support and encourage continuous professional development.



- **Support** our community of members by providing professional credentials through post nominals and professional registration. Promoting and overseeing adherence to professional standards for technical and ethical competence. Providing support to community of members throughout their career journey and representing our community of members voice on issues that matter to them.

THE ROLE

| | |
|----------------------------|----------------------------|
| Title: | Chief Finance Officer |
| Reports to: | CEO |
| Salary: | £125,000-£130,000 |
| Contract type: | Full time – Permanent |
| Location: | Hybrid |
| Flexibility policy: | Office based 3 days a week |

JOB SUMMARY

Institute of the Motor Industry (IMI), the professional body for individuals working in the motor industry, champions the interests of automotive professionals and the advancement of skills and standards within the sector. This is a fantastic opportunity to help shape the future of automotive professionals in the UK and internationally.

The IMI brings together automotive professionals from every field with its ability to convene a network of special interest and member groups. We are dedicated to supporting automotive workers and professionals at every stage of their career and helping to address some of the most important challenges that society is facing.

The CFO ensures there is long-term financial stability for the IMI. The CFO is responsible for running the functional areas of finance, IT, and facilities which a focus on maximising the operational performance of the Institute, and the professional and public policy activities.

The CFO is a critical member of the of the IMI Executive Team. They are the enabler ensuring the IMI successfully develop and execute strategic business activity planning whilst managing the resulting budgets, which are derived from the strategic plan agreed by the Board of Directors (Executive and Non-Executive).

We are looking for an exceptional individual who can inspire a wide range of stakeholders and understands how professionalism is a catalyst for development and change in the automotive industry.



STRUCTURE OF THE LEADERSHIP TEAM



PURPOSE OF THE ROLE

- Leadership of all finance and IT operations. Ensures that appropriate controls are in place and that accurate, timely and useful financial information is produced for, and about the IMI.
- Leads the budgeting process to ensure long term financial health and strategic goals are met.
- Leads and manages the finance, IT, & facilities functions for the organisation ensuring all provide an exceptional service to the whole business.

KEY RESPONSIBILITIES

People & Team Management

- 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

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 Head of Finance 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 PESM 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

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

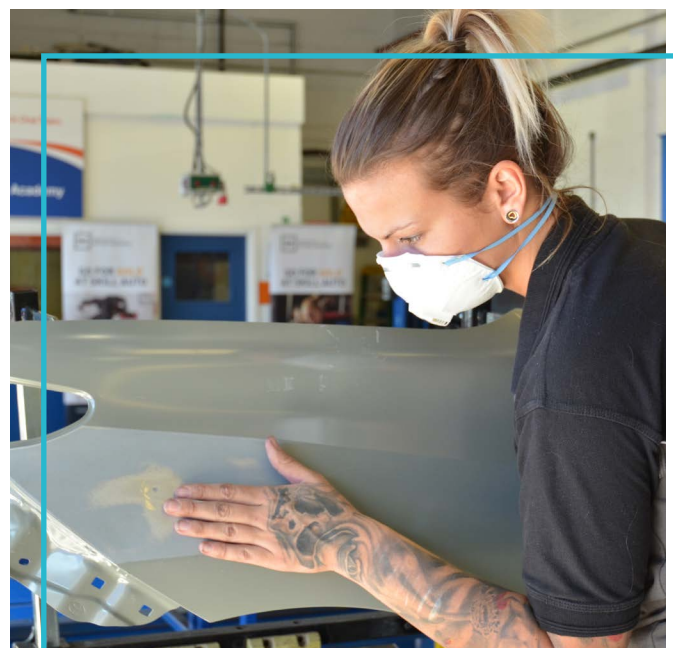
- Oversees health & safety requirements for building & grounds are met.
- Oversees the H&S of staff and visitors.
- Attends H&S committee meetings as required and oversees resulting actions are completed in a timely manner.

IT

- Responsible for the strategic leadership of IT within the IMI.
- Ensuring that IT systems and infrastructure meet audit and regulatory requirements.
- Operational leadership of the IT function (people/systems/process).
- Influencing IT leadership to align strategic goals with digital transformation initiatives and performance metrics.
- Own the integration and the use of AI into the IMI, maximising impact and minimising risk.
- Ensure the IT function meets the operational needs of the IMI both now and in the future.

Other

- 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
- IT & Facilities

External:

- Bank
- Auditors
- Tax advisors

JOB CONTEXT

- The job-holder reports to the CEO
- The job-holder is a Director with two direct reports:
 - Head of Finance
 - 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

The successful candidate will demonstrate the following essential experience, skills and personal attributes.

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 and 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.

ADDITIONAL BENEFITS

- 8% non-contributory pension.
- Company car or car allowance.
- 28 days annual leave (3 days to be used for the Christmas closedown) + Bank holidays.
- 3 x death in service.
- Private healthcare for self and spouse/partner (opt in after probation).
- Remote GP service (opt in).
- Medical cashback scheme (opt in after probation).
- Professional membership paid including retail and health discounts.
- CycleScheme.
- Annual training & development fund.

HOW TO APPLY

The preferred method of application is online at:
www.berwickpartners.co.uk/93583

If you are unable to apply online please email
your application to:
response.manager@berwickpartners.co.uk

All applications will receive an automated
response.

All candidates are also requested to complete
an online Equal Opportunities Monitoring Form
which will be found at the end of the application
process.

For detailed information on how we process
your personal data, please review our
privacy policy on our website [https://www.
berwickpartners.co.uk/privacy-policy/](https://www.berwickpartners.co.uk/privacy-policy/)

In line with GDPR, we ask that you do NOT send
us any information that can identify children
or any of your Sensitive Personal Data (racial
or ethnic origin, political opinions, religious or
philosophical beliefs, trade union membership,
data concerning health or sex life and sexual
orientation, genetic and/or biometric data)
in your CV and application documentation.

Following this notice, any inclusion of your
Sensitive Personal Data in your CV/application
documentation will be understood by us as your
express consent to process this information
going forward. Please also remember to not
mention anyone's information or details (e.g.
referees) who have not previously agreed to
their inclusion.

If you have any queries or would like more
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