



Job Description

Job Title: Finance Director

Reports to: Chief Finance Officer (CFO)

Location: National Role

Salary Range: £90,000 - £100,000

Duration: Permanent

Job purpose:

The role will contribute to the ongoing strategic direction of the organisation and support and advise the CFO and Leadership Team in providing analysis and information in response to changing business needs.

As a senior leader in the organisation the Finance Director will take responsibility for ensuring that the Shaw Trust Group staff receive a reliable, accurate and timely accounting service. The wider staff are provided with analysis, information and support to enable them to operate effectively and efficiently within their own business area.

Working closely with CFO, the role will lead and integrate the finance functions from across the Shaw Trust Group.

Main Duties and Responsibilities

Strategic Planning, Governance and Stakeholder Management

1. Work with appropriate leads from across the Group to support the continued development and implementation of a fit for purpose finance strategy for the Shaw Trust Group;
2. Play a key role in supporting the CFO in implementing future organisational business strategy and providing a range of analysis and financial advice; specifically with regards to:
 - tendering for public sector and commercial contracts ;
 - future mergers and acquisitions;
 - business combinations and disposals.
3. Attend and contribute to group wide Senior Leadership Team meetings and to represent finance on internal review forums.

4. Be an ambassador for the Trust and to meet with and manage key stakeholder relationships including representing the Trust on external bodies, forums and committees as required.

Service Delivery and Performance

5. Working across the organisation to support colleagues in achieving profitable and sustained growth and reviewing areas for cost or efficiency savings; working with the CFO and operational directors and managers in setting targets and monitoring performance;
6. Ensuring that regular financial performance reviews are held with budget centre holders and that a continuous education and training plan is established to raise the financial awareness and ability of non-finance managers within the agreed business units.
7. To ensure appropriate response to management queries and assist non-finance staff to develop an appreciation of value added information and work to eliminate non-value added accounting activity.
8. Performing ad-hoc reviews of the efficiency and effectiveness of the operation of key financial internal controls.
9. To ensure that a pertinent service level agreement (SLA) is agreed with the department's customer base and measured through a set of agreed key performance indicators (KPIs) and communicated on a monthly basis with appropriate action taken where KPIs fall behind the required standard.
10. Ensuring that the monthly management accounts, budgets and reforecasts for specific individual profit and cost centres are completed accurately and in a timely manner in accordance with the Group timetable.
11. Co-ordination of the year end audit process ensuring accurate and complete documentation is made available to the external auditors on a timely basis and that statutory accounts are completed in accordance with Group deadlines and to ensure that all agreed control recommendations are acted upon and implemented within the agreed timeframe.
12. On-going tax compliance with responsibility for maintaining up to date knowledge to enable the submission of accurate and timely quarterly VAT returns, annual corporation tax returns and any other periodic statistical returns.
13. To liaise and manage all relevant internal audit exercises ensuring that all agreed control recommendations are actioned and implemented within the agreed timeframe.
14. Deputising for the CFO as required in their absence.
15. Perform any other duties necessary to meet the needs of the Group.

Team Leadership and Management

16. Build strong relationships with senior managers across the Group and understand the strategies and roadmaps of each business area.
17. Lead the finance team in the development and maintenance of finance solutions, providing effective support and advice to the wider Shaw Trust group staff to enable all parts of the Shaw Trust Group to deliver top quartile performance.
18. Managing and investing time in the personal development of yourself and staff ensuring that work is performed with maximum efficiency by making effective use of ICT and rolling-out best practice.
19. To ensure that all staff are subject to an appropriate performance appraisal system including annual appraisals, pertinent objectives, training plans and regular management to staff reviews.
20. To ensure a rigorous internal control environment is in place in all areas of finance and that breaches of control are rectified and that associated training issues addressed.
21. Develop and oversee all finance policies, processes and standards.
22. To manage the Business Partners - Management Accounts team ensuring that appropriate management structures are in place within the separate sub-teams but also ensuring that staff view their role as part of a greater finance team servicing the whole business.
23. Ensuring that the financial transactional services function provides correct and reliable information to enable the accurate preparation of timely management accounts.
24. To manage the Groups Procurement, ERP system, finance department and project management staff that support the business strategic objectives of the group.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Person Specification

Experience

- Relevant previous experience as a senior financial officer in a £50m+ business with significant progressive management experience **(E)**
- Evidence of adopting a business partnering approach **(E)**

- Significant staff management experience, including leading a team of at least 15 staff **(E)**
- Experience of liaising pro-actively with external advisors notably external and internal auditors **(E)**
- Experience of bidding for large public sector contracts **(D)**
- Experience of acquisition and similar investment decisions **(D)**
- Private sector financial management experience **(D)**

Skills and Attributes

- Extensive budgeting, forecasting and financial business planning skills **(E)**
- Demonstrable track record of managing change in a financial team within a wider context of organisational change **(E)**
- Good understanding of integrated financial ledger systems and experience of their practical application within large organisations **(E)**
- Excellent management accounting skills, able to make issues relevant to non-finance management and develop similar skill set in your direct reports **(E)**
- Intermediate to advanced level of MS Excel **(E)**

Verbal communication skills

- Highly developed ability to verbally convey information to a range of audiences in a clear and confident way to achieve desired outcomes. **(E)**

Written communication skills

- Excellent written communication skills to analyse interpret and present complex information e.g. strategies, programmes, mandates, business cases etc. in a clear and persuasive way for a wide range of audiences. **(E)**
- Excellent report writing skills **(E)**

Relationship development skills

- Ability to establish, develop and maintain relationships with a wide variety of people, including senior level individuals to achieve desired outcomes **(E)**;
- Ability to successfully influence and negotiate with others to achieve desired outcomes. **(E)**

People management skills

- Highly developed leadership, management and team building skills, and working well with others as part of a team, coaching and giving support and recognising expertise in others. **(E)**

Personal organisational skills

- Excellent organisational skills with the ability to organise and plan own work and the work of others to deliver objectives on time. **(E)**

Personal qualities, communicating and relating to others

- Open and effusive communication style, comfortable dealing with people at all levels of the organisation with empathy **(E)**
- A strong commitment to high standards of service delivery and customer care **(E)**;
- Commitment to apply Shaw Trust's values and behaviours to all aspects of work **(E)**;

- Willingness to work flexibly **(E)**.
- Ability to instill confidence within the Finance Team during a period of change **(E)**
- Commercially aware approach to finance and accounting **(E)**
- Able to adopt hands on approach whilst retaining the bigger picture **(E)**

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults;
- This post requires a Disclosure and Barring Service check at an enhanced level.

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity.

Technical competency (qualifications and training)

- Significant post-qualification experience (CIMA / ACCA/ ACA) **(E)**
- Knowledge of public sector procurement methods **(D)**
- Full driving licence **(D)**