



Role Profile

Role Title	Director of Finance				
Business group and team	Business Services				
Job Purpose Overview	<p>Following the launch of the One FCDO Services programme, a need has arisen to appoint an experienced Director of Finance to provide support to the Chief Operating Officer in helping the business deliver its financial goals.</p> <p>As a strong leadership role, the Director of Finance will create and implement a clear, cohesive and focused Financial Strategy for FCDO Services, underpinned by a robust approach to risk management, financial compliance, financial planning and understanding of the drivers that will have an impact on the medium to long-term financial sustainability of the business.</p>				
Organisational position	<p>Reports to the Chief Finance Officer. 9 direct reports, 14 in total.</p> <pre>graph TD; Director[Director of Finance] --> Head[Head of Finance]; Director --> Partnering[Business Partnering]; Director --> Project[Project Accounting]; Director --> Management[Management Accounting];</pre>				
Date Updated	April 2021		Updated By	YL	
Current / Applied Grade	D7	Job evaluation date	D7	Confirmed grade	D7
JOB RESPONSIBILITIES					

Main responsibilities, focusing on the required outputs:

- Provide the Chief Operating Officer with financial insight and guidance to drive the long-term financial sustainability of the organisation
- Provide independent challenge to the Chief Operating Officer and their Senior Leadership Team (of which this role is a member) in relation to proposed business strategy to ensure financial targets are met, with any exceptions reported on a timely basis
- Working with the Chief Finance Officer and in collaboration with the Business Services Senior Leadership team and the Executive Board drive the finance agenda across the organisation with particular focus on risk management and compliance with financial policies and procedures
- Financial planning, including input into the Corporate Plan and the quarterly “RAP” forecasting process, plus advice, guidance and challenge to the Chief Operating Officer’s Senior Leadership Team. Coordinate with operational and functional teams for the updating of ongoing forecasts utilising rigorous and consistent forecasting methodologies.
- In conjunction with the Head of Commercial Finance, refine existing budgeting/forecasting process to ensure a best-in-class approach including development of key analyses required to drive and measure income and expenditure improvement and efficiencies, and monitor benefits related to approved investments across the organisation
- Provide support to the Head of Commercial Finance by driving the Strategic Finance Capability agenda and developing the skills and competence of the operational finance team to meet the developing needs of the business
- Provide support to the Head of Financial Control to ensure that financial policies and procedures are complied with, and to support in delivering a successful audit and annual report and accounts
- Drive benefits realisation around investments over the Corporate Plan Period and beyond. Lead on achieving operational efficiency savings over the Corporate Plan Period and beyond by driving a continuous improvement culture in the wider business
- Lead the operational finance community to deliver business objectives through creating an inclusive environment, encouraging collaboration and building effective partnerships
- Champions continuous improvement and drives best practice, particularly in the areas of financial reporting and use of ERP systems

KNOWLEDGE AND KEY SKILLS

Essential:

- Qualified accountant with at least relevant PQE
- Demonstrable experience of ability to engage and influence at Executive Board level
- Previous experience of leading a finance function for a large, complex organisation with revenue in excess of £130m per annum
- Experience of building effective internal business relationships at a senior level
- Ability to contribute to the wider business strategy and the development of financial strategies which support the achievement of the Corporate Plan
- Proven experience of negotiating and building strategic partnerships with key external and internal stakeholders
- Commitment to developing self, desire to make the role their own
- IT literate in particular strong MS excel and MS Power-point skills
- Strong interpersonal and communication skills, balanced with tact and diplomacy and confidence in dealing with staff at all levels, customer centric attitude
- Strong technical knowledge of accounting principles, systems and procedures
- Is customer facing; forward looking; manages longer term stakeholder expectations

Desirable:

- Previous experience of working in a fast pace and transformational private sector organisation
- A working knowledge of the Civil Service
- A working knowledge of Oracle Cloud

CORE BEHAVIOURS

Top for job:

1. Managing a Quality Service
2. Seeing the Bigger Picture
3. Achieving Commercial Outcomes
4. Working Together

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Effective delivery of financial business planning and forecasting activities
- Effective delivery of Operations financial budgets and forecasts
- Evidence of improved insightful management information
- Delivery of the efficiency challenges in the Corporate Plan
-

Budget Responsibility?	If YES, how much:	If NO can they authorise payments?
Y	£ TBC per annum	N/A
Reports to: (Role Title and Grade)	Chief Finance Officer – SMS1	
Direct Reports: (Number and grades of staff)	D6 x 6 C5 x 2 B3 x 1	