

## **Job Description – Senior Finance & Commercial Manager**

The purpose of the role is to manage the finances of our for-profit, mission-driven consultancy, supporting its financial health and overall smooth operation. This involves providing business support and advice, financial planning, risk management, data analysis and supporting the Executive Team with sound financial advice to inform decisions for sustainable financial performance.

### **Financial and business planning**

- Support the senior management team by providing financial reports, planning and forecasting data, including business analysis and performance measures
- Develop and implement tax strategies and other financial guidance
- Provide information, guidance, and challenge business assumptions
- Support targets based on strategies for growth and diversification
- Research and analyse financial reports and market trends

### **Financial management**

- Oversee the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions
- Management of the accounting function, supported by company accountants for compliance, legislation and tax regulations
- Management of cash, banking, credit cards and company assets
- Develop and maintain sound financial processes to support and optimise company operations
- Report risk and management data
- Contract outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary
- Stay up to date with technological advances and accounting software to be used for financial purposes
- Establish and maintain financial policies and procedures for the company

### **Operations support**

- Due diligence on budgets for tenders and proposals
- Assist submissions for EOIs, RFPs and review contracts and support client negotiations
- Provide analytical support for project managers and technical directors on project finance and resource planning
- Oversee company pension scheme, insurance and shareholder schemes
- Support client and other relationships and participate in board meetings
- Support health and safety policy and practice
- Line management of the finance manager (and other staff in future as & when needed)

### **Required Skills/Experience:**

- Five years in a similar role

- Degree in a relevant background and appropriate finance or accounting qualification
- Deep understanding of business principles and practices
- Advanced mathematical and Excel skills
- Advanced Sage/Paprika or similar skills
- Understanding and experience of risk management
- Excellent communication skills, attention to detail with experience of distilling complex financial information for business decision-making
- Experience of providing financial analysis and forecasting
- Experience of reviewing contracts and project budgets

### **Desirable Skills/Experience:**

- Experience of supporting an international organisation with an international client base
- Experience of working in a small company with a growth trajectory
- Experience of providing financial support to a consultancy business
- Experience of managing multiple currencies
- Understanding of mission-driven organisations
- Working knowledge of Employee Ownership Trusts
- Working knowledge of share schemes
- Experience of setting up sister companies and not-for-profit organisations
- Client contract management, with a working knowledge of legal language and common clauses in services contracts
- Understanding of data privacy standards