
Job title	Finance Director
Reports to	Managing Director (MD)
Date prepared	July 2024

Job purpose

The Finance Director will provide leadership, direction, coordination, and delivery of all strategic, tactical, and operational activities relating to Certsure LLP's (CLLP) financial management in accordance with the corporate strategy.

The Finance Director will assume responsibility for Certsure's financial health and sustainability, analysing and advising Certsure's Management Board (CMB) and Strategic Leadership Team (SLT) on its financial performance and associated risks to ensure Certsure's financial commitments are met.

This is a senior role, being both an Executive Director of the CMB and a member of the CLLP SLT, providing strategic leadership to our organisation, championing our stakeholders, developing our people, eliciting strong performance, and being a role model to all.

Dimensions

Support the Managing Director in developing and delivering a comprehensive growth strategy, including achieving the financial goal of increasing the surplus available for distribution to £16 million by FY26/27.

Direct responsibility for the finance and procurement teams (approximately 25 members), managing an annual operational budget exceeding £1 million, capital expenditure of £4 million, and indirect expenditure of £16 million. Provide assurance to the CMB and external auditors regarding the financial stewardship of a £50 million turnover business, generating a £10 million surplus.

Serve as an executive role with voting rights on the CMB.

Duties and responsibilities

As Finance Director, you will ensure the financial health and sustainability of the company by:

- Providing leadership to CLLP's Finance and Accounting strategy - optimising Certsure's financial performance and strategic position.
- Overseeing CLLP's financial reporting to ensure statements are presented accurately and on time and in compliance with regulatory standards.
- Analysing performance to provide insights to CMB and SLT to support decision making
- Supporting the SLT and business functions to create profitable growth strategies and plans, challenging assumptions, plans, targets, return on investment and business drivers.
- Developing and leading policies and procedures to ensure robust and compliant financial management, including cashflow, liquidity, cost management and procurement
- Leading internal and external audit to ensure compliance with financial statutory reporting, rules, procedures, regulations, policies and processes.
- Developing and controlling CLLP's annual operating budget to ensure all budgeted and forecasted financial targets are met, with any exceptions clearly accounted for.
- Working with SLT and operational colleagues to embed financial stewardship as a key pillar of our working culture and a critical consideration when developing a response to any business opportunities and challenges.
- Sponsoring improvements in working practices and supporting systems, developing the team's competence to successfully operate in the new environment.
- Managing relationships with CMB as investors and banks to secure the necessary financing for the company to enable both organic and inorganic activities
- Supporting the SLT in determining the financial and operational impact of the Transformation Programme and associated projects, ensuring predicted return on investment is accurately monitored and reported.

As an Executive Director of the Certsure Management Board you will:

- Fulfil your duties in compliance with the directors' responsibilities under the Companies Act 2006, ensuring the company's activities align with legal and ethical standards.
- Adhere to the UK Corporate Governance Code to ensure effective leadership and accountability within the organisation.
- Act as Company Secretary for the LLP and related dormant companies.

As a member of the SLT you will promote the success of CLLP and its members by:

- Contributing to strategic development and tactical implementation of CLLP strategy, communicating our purpose and priorities in a compelling manner, championing our principles of Technical Integrity, Customer Centricity, Simplification, Digital First and Collaboration, ensuring that the company is an agile and resilient operation, and that it achieves its objectives.
- Providing clear and compelling leadership, direction and oversight, creating a culture of care and high performance in teams, and ensuring that individuals are engaged, aligned, motivated and competent to carry out their responsibilities.
- Monitoring the market and macro-environment to identify, analyse and interpret both opportunities and risks that might impact the strategy or operational activities, recommending responses and mitigations to the MD, in well-constructed business cases.
- Developing, implementing, and championing policies, business rules and procedures, as agreed with the MD, to ensure that good governance is applied to all activities, protecting the safety, health and wellbeing of colleagues, ensuring legal and regulatory compliance, and the prudent use of CLLP's financial and non-financial assets.
- Developing and controlling operational budgets to deliver strategic and operational objectives within agreed financial parameters, ensuring variances are adequately explained and highlighted within the forecasting process.
- Evaluating strategic and operational performance by gathering, analysing and interpreting financial and non-financial data and metrics.
- Maintaining working relationships with the SLT and the members representatives to support the MD in ensuring effective coordination of all CLLP activities and delivery of corporate objectives
- Being a spokesperson for CLLP as agreed, enhancing the reputation of the organisation.
- Deputising for the MD, and undertaking any other reasonable duties, as required.

Person specification (essential)

- Qualified chartered accountant with a recognised professional qualification such as ACCA, CAI, CIMA, CIPFA, ICAEW, or ICAS
- Experienced Board member and company director with a proven track record of serving on a board of directors
- Demonstrable leadership skills gained in a comparably sized organisation
- Excellent business acumen, with experience of implementing both organic and inorganic strategies to improve financial performance
- Experience of leading change; securing investment, developing people and sponsoring changes in ways of working to improve business performance
- Strong communicator with the ability to inspire and engage people, maximising their enthusiasm, commitment and ability to deliver business performance.
- A collaborative leader who builds effective relationships at all levels, both internally and externally.
- Experience in presenting financial reports and strategic plans to the board and other stakeholders
- General knowledge of procurement procedures, policies, and best practice
- Understanding of legal and regulatory requirements related to procurement and contract management
- Experience in managing procurement budgets and aligning spend with organisational goals
- A collaborative leader who builds effective relationships at all levels, both internally and externally

Person specification (desirable)

- In-depth understanding of the regulatory environment relevant to the organisation
- Proficiency in financial management software and systems
- Experience in managing compliance with financial regulations and standards
- Strong understanding of risk management principles and practices