

Job Description

Position	Finance Director (FD)
Reporting to	CEO
Location	London
Salary	£Competitive

Summary

Reporting to the CEO. As the Finance Director, it is a given you will possess the technical skills and experience required to fulfil the role. In addition to this, you will be a self-starter and have strong leadership, communication and influencing skills with a breadth of experience across the financial disciplines within financial services businesses. You will be comfortable in and relish the opportunity to be a key individual within a fast growth environment. This role will work closely with the CEO and wider Exco, playing a key role in the formation and execution of strategy. You will ensure strong financial disciplines, reporting and controls are embedded across the business and are value adding. You will have a structured approach but an inquisitive mindset.

Key Accountabilities and Responsibilities

- Influence the strategic direction of Invest & Fund and overall business & financial performance of the business.
- In conjunction with the CEO, own and drive the annual financial planning and budgeting process.
- Ensure that the company's financial practices are continually in line with statutory requirements, regulations and legislation
- Analyse the financial climate and market trends to assist senior executives in creating strategic plans
- Interpret complex financial information and provide updates and information as needed
- Monitor auditing services to ensure financial monitoring is up to date
- Develop and maintain relationships with service providers and contractors, including banking institutions, key counterparties and the FCA
- The Finance Director is an active member of Exco
- The Finance Director will be classified as a Senior Manager under FCA SM&CR regulations and as a Certification Function holder with responsibilities including ensuring compliance with CASS and combatting financial crime
- The Finance Director will attend and present to the Board
- Maintain and enhance the financial policies, controls and procedures
- Capital Adequacy – responsible for managing and planning the adequacy of the firm's financial resources including regulatory capital requirements, both short and long term.
- Responsible for maintaining a robust risk framework, ensuring effectiveness and suitability to the FCA financial risk management control framework. Responsibility for the accuracy of FCA returns
- Live, and be a standard bearer of the Invest & Fund DNA mindset

Strategy and Planning

- Influence the overall strategic business direction of Invest & Fund and financial performance of the business.
- Drive the financial planning and budgeting process, align the financial targets with the business strategy. Monitor and report performance against plan. Develop options and recommendations to help the business achieve its overall targets.
- Develop a collegiate, trusting and effective working relationship with the other members of the Executive Team, providing strategic input, support and counsel as required, and contributing fully to key commercial decision making.
- Partner with non-financial areas of the business to drive growth, eliminate costs and deliver investment

Statutory and Regulatory Reporting and Financial Control

- Lead the full year reporting process, including liaison with the company's auditors and production of the Annual Report & Accounts, and CASS audit ensuring these are completed in a timely and accurate manner
- Ensure correct financial governance and a tight financial control environment, with effective forecasting and cost management across the business.
- Implement any recommendations from Auditors or Regulators to ensure a robust accounting and control environment
- Ensure that the company establishes and maintains such financial systems and reporting which facilitates its compliance with relevant legal, tax, risk and regulatory requirements, including CASS, FCA Gabriel, HMRC and general Bank of England reporting
- Direct the accounting standards and practice to meet external financial, statutory and audit obligations
- An understanding of good corporate governance practices.

Management Information, Financial and Performance Management

- Work with the CEO and Executive team to deliver the financial targets and as a member of the Executive Board, ensure that the business is accountable to deliver effective forecasting of income and meet the financial and cost targets of their units.
- Maintain a constant watch over the financial performance of the business versus expectations.
- Provide timely, accurate and complete financial performance data and management information that enables decisions to be made accurately, quickly and implemented at speed.
- Provide insight to note trends, issues and opportunities.
- Monitor and maintain the Firm's capital and liquidity position.
- Ensure adequate financial resources to fund the activities within the constraints of sound financial management.
- Develop analytics and predictive scenarios that drive action and decision-making.
- Provide independent perspective whilst constructively and collegiately challenging the credit and operational teams, ensuring that business decisions are grounded on solid financial basis.

Leadership and communication

- Support the CEO in communicating the strategy and business progress to external stakeholders and investors.
- Support the CEO in their Equity raising activities
- Manage relationship with key external counterparties and professional service providers.

- Translate detailed information into clear, concise, and accessible messages and reports for Internal and External audiences
- Display, live and be an exemplar for Invest & Fund's 8 values which are at the core of our DNA and mindset

Key Skills

- Strategic thinker who possesses solid business acumen and ability to organise and manage multiple priorities
- Proactive, hands-on individual who will own, in partnership with the CEO, responsibility for all things Finance within the business; a self-starter
- Positive, can-do attitude, confidence, and natural appetite to go above and beyond
- Unquestioned financial, analytical and numerical skills
- Ability to undertake in-depth analysis and write appropriate reports
- Working to stretching deadlines and objectives
- Exceptional communicator at all levels, both verbally and in written form
- Thorough understanding of business models and practices
- Team player with a collegiate style
- Superior attention to detail
- Accuracy, integrity, and dependability
- PC proficiency with Excel (advanced), PowerPoint, MSWord skills and relevant finance software
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality
- Proven ability to make complex and time-sensitive decisions in the best interests of the organisation
- A confident, professional, and determined approach
- High level of integrity and discretion
- Equally comfortable in the Board Room and "shop floor"

Key Experience/Qualifications

- Relevant Degree or Qualifications (e.g. advanced degree in accounting, business, finance, or a related field)
- Minimum of 10 years' experience in finance, accounting, audit, and analysis (including gathering, evaluating, presenting, and reporting financial information to management and external stakeholders) within the Financial Services sector; preferably gained in a fast growth or change environment
- Solid experience in coordinating accounting activities and managing reporting, budget development and analysis, accounts payable and receivable and general ledger
- Experienced in developing complex financial models