

Job Title:	Finance Director	Salary	£85,000
Base:	Various	Organisation	Coventry Municipal Holdings Ltd (CMH)

Job Purpose:

- To undertake the role of Statutory Director on one of the CMH group companies as directed by the board, and all the duties and responsibilities that the Statutory Director must undertake.
- To lead and direct a group accounting scheme for CMH, including directing the preparation of group accounts, VAT / tax returns and / or status for the group.
- To lead on and/or be accountable for the financial aspects of projects and initiatives to achieve the successful delivery of the strategic objectives for CMH, including supporting the subsidiary management and finance teams to achieve the necessary outcomes as set out in the business plans and ultimately maximising the returns to the Shareholder.
- To promote and support excellent group governance, including complete compliance with the relevant Group Governance Agreement
- To provide an overview and direction over the day to day financial management of the subsidiary companies and CMH.
- To lead on the financial review of commercial opportunities from undertaking due diligence on potential acquisitions to the development of business cases for investment.
- To explore opportunities for financing investments with a view to create an investment fund to support investment in existing and new initiatives.
- To prepare and present financial reports to the Board of Directors and shareholders on the financial performance of CMH and an overview for the group focusing on achievement against the business plans.
- To lead on development and implementation of accounting policies and financial management for CMH, including budgetary control and forecasts for CMH.
- When required, to support the subsidiaries with financial direction and leadership.
- To direct the group auditing process with external partners and with the City Council's group auditing process.

Main Duties and Responsibilities:

1. Proactively direct the financial activities and initiatives to contribute to achieving the strategic objectives for CMH and wider group.
2. To lead on and/or review the financial due diligence, financial modelling and business case development for new commercial opportunities working with the Commercial Director and other management teams to prepare and present information to support informed and consistent business focussed decisions and presenting a compelling rationale for the chosen options
3. Work strategically with the CMH Board, Council Officers, and external partners to build, maintain and promote effective working relationships within the wider context of commercial benefit for the group of companies and the Council.
4. To develop and control the company's operating budget to ensure the company is able to meet financial targets and liabilities, and that financial statutory regulations are complied with.
5. To monitor and focus on cashflow, preparation of management accounts and report on monthly and annual budgets/ forecasts for CMH through the financial system to monitor the company's long term financial health.
6. To lead on the preparation of the financial aspects of the Business Planning cycle for the group including a group budget and associated KPI's (where necessary working closely with the finance functions in each subsidiary company to collate information) and to prepare and present the financial elements of the CMH Business Plan to the Board of Directors and Shareholder Committee.
7. Direct and be accountable for delivery of the company requirements for managing tax, audit and financial risk.
8. Manage the external relationships with but not limited to banks, auditors and finance consultants.
9. When required, to act as Finance Director or finance lead in the relevant subsidiaries.
10. Communicate clearly with a range of stakeholders both internally and externally to the group.
11. Where necessary to deputise for the Managing Director of CMH>
12. Any other duties and responsibilities reasonably required from time to time

The post holder must:

13. Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
14. Comply with health and safety instructions and information and undertake appropriate health and safety training as required

15. Report any health and safety concerns, hazardous condition or health & safety defect

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines

Responsible for: n/a

Responsible to: Managing Director

Date Reviewed: March 2022

Person Specification

Area	Description
Knowledge:	<ul style="list-style-type: none"> • Excellent numerical and analytical skills and working knowledge of financial systems and associated controls, accounting standards and good financial governance. • Knowledge of undertaking due diligence and leading on the financial aspects of an acquisition and/or merger. • An understanding of financial resources available to the company for investment and experience of refinancing and/ or consolidation of debt. • An understanding of local government, the services it provides, the decision-making processes and relationships with national government. • A degree of political awareness, the role of elected members and the policy context and challenges facing local government at national and local level. • Knowledge of company taxation and VAT treatment. • Knowledge of equal opportunities and diversity.
Skills and Abilities:	<ul style="list-style-type: none"> • Senior finance professional who can think strategically and operate under pressure. • An ability to manage complex projects and lead on financial aspects of the project. • Excellent communication skills, ability to impart complex information simply and articulately. • Ability to build and maintain critical working relationships at all levels. • Proven negotiating, mentoring, and coaching, & strong influencing skills. • Ability to self-manage, to enable workload organisation, prioritisation, and implementation. • Good Business sense, and strong relationship management. • Able to manage financial and overall performance. • Able to manage multiple deadlines and conflicting demands. • Outstanding communication skills, including report writing and ability to communicate complex information simply. • Ability to work across organisational boundaries to achieve objectives, and to challenge assumptions. • Able to operate in, and in some cases lead multidisciplinary team environments.
Experience:	<ul style="list-style-type: none"> • Significant and demonstrable experience in a senior finance role. • Experience of undertaking due diligence for acquisitions and through to presenting findings to justify decisions with a sound business case for investment to senior management including the Board of Directors and/ or Shareholders. • Experience of refinancing and consolidation of resources to improve the financial position for the company. • Experience of accounting standards under IFRS, production of accounts as well the ongoing monitoring and reporting throughout the year. • Director level experience including management of a team as well as matrix working. • Experience of working in and navigating complex multi stakeholder environments using a collaborative and professional approach with excellent communication outcomes. • Experience of commercial negotiation. • Experience of building and managing a high performing team. • Proven & demonstrable track record of working in commercial environment to develop and grow the business.

Educational:	<p>Degree or equivalent qualification in Finance or Business Management, and evidence of continuous professional development.</p> <p>Qualified Accountant (preferably CIPFA, ACCA, ICAEW, ICAS, Chartered Accountants Ireland or CIMA).</p>
---------------------	---

Special Requirements:	<p>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</p>
------------------------------	---

Date Reviewed: March 2022