



## **FINANCE DIRECTOR**

### **JOB DESCRIPTION & PERSON SPECIFICATION**

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## **THE BLACK COUNTRY CHAMBER OF COMMERCE**

### **BUSINESS IS DONE BETTER TOGETHER**

Black Country Chamber of Commerce is the successor to several legacy organisations, spanning two centuries.

We remain the leading business support organisation for all businesses, regardless of sector or size, doing business in Dudley, Sandwell, Walsall and Wolverhampton. One of 51 independent organisations in the UK affiliated to the British Chambers of Commerce network, our products and services help members overcome barriers and limitations to growth.

A lynchpin of the local economy, our work further amplifies the voice of members to showcase, celebrate and champion the Black Country's business community.

This is a dynamic and exciting time for us following an intensive period of modernisation and restructure and a turbulent time for many businesses. Our aim is to build on this work and continue to be a powerful delivery vehicle for our members interests and needs.

This role will deliver our core objectives and ensure that the Chamber remains financially stable and meets all legal requirements.

To achieve the above, here at the Chamber we encourage personal growth through personalised development planning. To achieve success and happiness in all areas of life we encourage our team to continuously improve knowledge, skills and experience. Personal development is beneficial for an individual and for businesses and society as a whole. If an individual is making the most of their abilities and skills, this will positively impact an individual and others around them.

## ABOUT THE ROLE

Reporting to the CEO, the Finance Director has overall responsibility for the finance and international trade team and as a director, an overview of the rest of the organisation.

This role is vital for us and is key to ensuring that we continue to build on our reputation as a confident, modern and valued partner to the local business community and ensure our financial stability and compliance with legal requirements.

We are seeking to appoint an experienced and driven individual who can deliver against our ambitions and is passionate about making the Black Country an inspiring place for business.

Working across several areas of our business, the Finance Director will lead on monitoring key business KPIs and ensuring outcomes and outputs are reported on and actions taken to ensure all budgeted targets are met. The role will be responsible for producing monthly and quarterly reports throughout the year and setting annual budgets and business plans.

The postholder will need to enjoy a varied workload across a number of areas and be comfortable and confident in the dynamics and complexities of different priorities.

In summary, the postholder will:

- Provide effective management of the finance and international trade team including support, training, motivation and performance management to aid them to achieve individual objectives and therefore positively contribute to the wider business key performance indicators.
- Oversee all financial operations, including budgeting, forecasting and financial reporting to manage the company cash flow and ensure the financial health of the business.
- Develop and implement financial strategies to drive process improvements, profitability and cost control.
- Maximise the value of Chamber reserves.
- Communicate Chamber strategies across the organisation to ensure that they are understood widely and are embedded in the Chamber's culture and outlook.
- Ensure all legal requirements of the company are met including performing the Company Secretarial role.

## RELATIONSHIPS

The postholder will be a high profile, visible face of the organisation who will maintain relationships internally and externally including:

- With all direct and indirect reports but with a clear focus on building strong working relationships with C.E.O.; Head of Marketing & Comms; Head of Membership and Head of Premium Membership.
- Colleagues in other Chamber teams.
- A main presenter to the Chamber's elected board and relevant sub-committees.
- Other Chambers, the British Chambers of Commerce, WMCA/LAs, local Business Boards, Suppliers and external auditors etc.

- Co-hosting relevant events such as Budget and Spring Statement etc.
- Substituting for the C.E.O. when necessary, i.e. holiday cover, media speaking opportunities, event attendance etc.

## MAIN DUTIES & RESPONSIBILITIES

- Manage the finance and oversee the international trade departments and develop people to set goals, priorities and ensure targets are met, including identifying any training needs and support through regular one to ones and performance reviews
- Develop and drive process improvements to ensure continually improving systems - source a cloud-based accounting system that fully integrates with the current CRM system to remove the need for a physical server
- Keep the ISO 9001 Quality Management System updated and carry out internal audits on each department
- Contribute to the development of the Strategic Business Plan liaising with Heads of Department to ensure company plans are fully reflected
- Prepare the annual budget ensuring that business plans are fully costed and KPI metrics are met. Continually review against actual performance and report on key variances to drive efficiencies and optimise performance Identify best use of Chamber reserves to ensure a great return for the Chamber
- Actively seek and secure external funding opportunities
- Contributing to writing Bids to achieve funding opportunities and managing funded projects to achieve all contracted objectives/outcomes
- Contributing to the success of Commercial partnerships with member organisations via management in collaboration with Head of Membership to achieve all contracted objectives/outcomes
- Identify and mitigate financial and business risks, owning the organisational risk register
- Oversee preparation of monthly management accounts
- Deliver timely management information that supports reporting required by the Chamber including monthly MI meetings and quarterly Board meetings
- Prepare year-end financial statements for annual external audit and provide all required information
- Ensure company expenditure is fully authorised and in line with budget requirements
- Oversee payroll preparation and ensure payments are in accordance with legislation and contractual requirements
- Complete and submit all necessary forms to Companies House to comply with legal requirements and ensure Chamber AGM is run smoothly and in compliance with Chamber Articles
- Manage the company's Health & Safety online system ensure risk assessments are up to date
- Lead on new starter inductions into the team and ensure all correct HR paperwork has been completed
- Act as the point of contact for the HR function regarding any potential staff issues, escalating to the external HR support as required, to help ensure successful staff retention

- Ensure all standard HR paperwork is completed in a timely manner and training courses are completed by staff. Ensure the online HR system is kept compliant and up to date and any legal changes are communicated to staff
- Manage relationship with external insurance, IT and phone providers etc. and ensure relevant equipment is provided to staff and returned when necessary
- Ensure all associated administrative duties are carried out accurately and in a timely fashion
- Attend meetings, events and hold media briefings/spokesperson etc. on behalf of the Chief Executive when required
- To carry out other duties commensurate with the role and role grade as required and directed from time to time

## PERSON SPECIFICATION

A person's suitability for the role and how they meet the below criteria will be assessed during the application, interview and any assessment stages:

AREA	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE</b>		
A working knowledge / understanding of Chambers of Commerce, business support entities or membership organisations		✓
In-depth knowledge of current UK financial and Companies House legal regulations	✓	
Knowledge of public sector funded business support and bid writing		✓
Relevant certifications or qualified by experience	✓	
Working knowledge of current HR regulations. (External support is available)	✓	
Knowledge of ISO 9001 management system and good internal controls		✓
Some knowledge of international trade would be an advantage		✓
<b>EXPERIENCE</b>		
Demonstrable leadership experience as a Finance Director	✓	
Proven track record of reporting at Board level and communicating information to a diverse team	✓	

Proven record of managing company legal requirements	✓	
Significant operational management experience	✓	
Proven track record of preparing and delivering to budget and exceeding targets	✓	
Experience of working with a diverse range of stakeholders		✓
<b>SKILLS &amp; ABILITIES</b>		
Strong desire for innovation, continuous improvement and delivery strategies	✓	
Confidence to challenge and influence business decisions with an acute strategic mindset	✓	
Strategic thinker who is self motivated, organised and with a high level of attention to detail	✓	
Strong communication skills and an ability to create and maintain solid working relationships at all levels	✓	
Experience of delivering media opportunities (interviews, briefings etc.), via TV, broadcast and radio		✓
Strong drive for results and a high level of resilience	✓	
Excellent at managing priorities, strict deadlines and multiple projects	✓	
High levels of motivation	✓	
Excellent report writing and presentation skills	✓	
High level of IT skills across standard applications (e.g. MS Office, Cloud Based Technology), awareness of bespoke systems and their role in supporting organisational objectives (e.g. CRM, website, social media, etc.)	✓	
<b>OTHER</b>		
Takes responsibility, ownership and can adapt their leadership style to achieve results	✓	
Celebrates and is proud of success	✓	
Supports others and nurtures talent	✓	

Dependable and reliable	✓	
Exercises tact and diplomacy	✓	
Access to own transport	✓	
Can work flexibly	✓	

## GENERAL INFORMATION

### WORKING & DELIVERY

The Chamber has implemented a hybrid working approach which currently includes a minimum of two full days at the Chamber's office.

The postholder should be available to attend meetings at the Black Country Chamber of Commerce's Head Office alongside other events and activities across the region as deemed relevant and necessary.

Our standard hours of work are 35 hours per week, Monday to Friday.

Given the nature of the role, flexibility in response to business requirements will be expected.

### REPORTING

The role has three direct reports (mainly office based) and as a director, an overview of the rest of the organisation

### SALARY

The Band for this salary is Band B - available upon application.

### CONTRACT LENGTH

This is a permanent position

### PENSION & BENEFITS

- Company Pension Scheme is 6% contribution based on an employee contribution of 2% (subject to government changes).
- Death in Service Insurance, 3 x gross salary.
- The Chamber is part of an Employee Healthcare Scheme.

### HOLIDAY ENTITLEMENT

The holiday entitlement is 27 days plus public holidays, and our holiday year runs from 1st January to 31st December. The postholder is entitled to a further full paid day of leave on their birthday (to be taken on their birthday or the next full working day).

Upon a full 12 months of service, employees also benefit from the following:

The Chamber traditionally closes for several days over the Christmas period which are in addition to your contracted holiday entitlement. This is at the CEO's discretion and employees who have not completed 12 months' service may be required to save several days from their entitlement to cover this period.