# **Job title:** Chief Financial Officer

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| Main purpose |
| * Leadership and oversight of all financial aspects of the business including the Group’s financial strategy and planning. * Leadership of Group legal and oversight of commercial activities, governance, compliance and risk. * Sustainable development of Howbery Park Estate, including P&L. * Leadership of the Information Services team and associated strategy and delivery. |

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| Main duties |
| **Finance**   * Management and leadership of the Finance function, increasing effectiveness and efficiency and team development and engagement. * Appraisal, upgrade, standardisation and maintenance of the financial and associated systems and controls to minimise risk and increase efficiency for the Group. * Full P&L ownership, with understanding and accountability and a strong commercial ethos across the Group. * Rigorous project accounting and review; including, application of contract accounting policy and control, revenue recognition across diverse business lines, profit and loss taking, WIP levels and debt management. * Direct involvement and presentation to the Board the financial state of the business, regulatory matters and risk management activities. * Prepare and present monthly reports to the CEO with insightful information and analysis. Support all Directors to ensure they have relevant, timely business information – including key performance indicators. * Lead the development and delivery of appropriate corporate insurance regime across the Group. * Ensure compliance with applicable taxes across the Group, including significant R&D Tax credit claims (UK), s469 corporation tax exemption (UK) and payroll/indirect/corporation taxes in all locations. * Support to prepare and help implement the strategic, annual and operating plans including ownership of strategic financial planning, annual budgeting and quarterly forecasts. * Support the Directors in analysing business development and growth opportunities for the business, from bid support through to possible large scale investments, joint ventures or acquisitions. * Preparation of Group Annual Report and liaison with external auditors.   **Legal**   * Management and leadership of the legal function * Maintenance of appropriate contracting positions that sit within approved risk appetite of the Group * Ensuring compliance with legislation including but not limited to sanctions, anti-money laundering, Criminal Finance Act, IR35 and GDPR   **Corporate Governance**   * Registered director of HR Wallingford Group Limited, HR Wallingford Limited and other subsidiaries. * Support the Board in its objective of governance excellence advising where appropriate, maintaining terms of reference for the Board and committees, ownership of the delegation of authority. * Supporting the success of the Staff Council – supporting the Chair, NEDs and SC - advising and responding to queries as appropriate and supporting the General Counsel with the Council election process. * Supporting the Chair with respect to quarterly and adhoc Board meetings and reports and the Annual General Meeting.   **Howbery Park**   * Management and leadership of the HPE team * Lead business planning and delivery including tenant management, rent and service charge management, delivery of hard and soft services and utilities, park safety * Leadership of master planning and development opportunities. * Executive responsibility for electrical safety management with support from HPE Technical Services Manager (Authorising Engineer).   **Information services**   * Management and leadership of the IS team * Supporting the Head of Information Services and the development and engagement of the IS team * Development and delivery of IS capability that is responsive to business need, fit for purpose, secure and sustainable |

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| Job specific duties |
| **QHSE**   * Adherence to Company HSE and QA procedures. * Continual review and improvement of quality procedures as they relate to business development function.   **Line management of:**   * General Counsel * Financial Controller * Information Systems Architect * Information Services Manager * Secretary to Group Financial Director * HPE Management team.   **Key Relationships:**   * Nonexecutive directors of HRW Group Limited especially Chairman of Audit Committee. * Executive Directors and Group Managers, HR Wallingford Ltd * Banks, legal advisors, auditors, insurance brokers and other external partners and advisors * Directors and Group Managers, HR Wallingford Ltd * Trustees and advisors to the Group Defined Benefit pension Scheme * Company Members, including Staff Council. |

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| Group |  |
| Reports to | Interim Chief Executive |
| Responsible for |  |
| Date agreed |  |