

JOB PROFILE

JOB INFORMATION

Job Title	Finance Director	Department	Finance
Job Family	Finance	Function	CFOO Function
Grade	B	SMCR Role	Certified Person
Location	TBC	No. of Direct Reports	4

JOB PURPOSE

The Finance Director is the senior in-house lead for the organisation's financial, regulatory, and statutory obligations, while also providing strategic oversight of commercial activity. The role spans financial reporting, regulatory compliance, tax, statutory accounts, and audit; alongside commercial strategy, contract management, and value optimisation. The postholder acts as the intelligent client across finance and commercial functions, ensuring all outputs are accurate, complete, timely and regulatory-compliant before submission to the CFOO, Board or FCA.

Key Responsibilities	Financial Reporting & Controls - Own the accuracy and completeness of management accounts, statutory accounts and Board MI produced by the outsourced provider. - Lead the monthly close cycle and approve financial outputs prior to CFO sign-off. - Maintain a strong financial control framework, ensuring reconciliations, audit trails and governance standards are met. Statutory Accounts & Audit - Oversee the end-to-end statutory accounts process - Manage the external audit relationship - Ensure accounting policies are appropriate, consistently applied and compliant with relevant standards. Tax Compliance - Own the firm's tax compliance position across corporation tax, VAT, FATCA, CRS and SDRT. - Approve all tax filings prepared by the outsourced provider. - Maintain appropriate engagement with HMRC. Regulatory Finance, Planning and Controls - Approve all MIFIDPRU regulatory return workings and reports prepared by the outsourced provider prior to CFO submission. - Monitor own funds and liquidity, produce wind down cost modelling and stress scenario analysis - Lead the financial input into the ICARA process, including capital and liquidity assessments, wind-down cost modelling and stress scenario analysis.
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	Budgeting & Forecasting • Own the budgeting and forecasting framework, including timetable, assumptions and consolidated outputs. • Review and challenge FP&A models and ensure alignment with regulatory capital requirements. • Engage senior stakeholders to support planning and performance management. Commercial Responsibilities • Provide strategic leadership of the commercial function, including procurement, ensuring robust frameworks for contract management, supplier oversight, and value for money. • Oversee the development and delivery of commercial strategies that drive efficiency and regulatory compliance. • Support and challenge the Commercial Manager to deliver performance across commercial and procurement outcomes. Leadership & Management • Lead and develop a multi-disciplinary finance and commercial function, ensuring regulatory compliance and alignment across planning, performance, and risk. • Serve as the single point of responsibility for financial and commercial governance. • Drive an integrated approach to cost management, value optimisation, and operational efficiency. • Engage across committees, boards, and internal functions to support sound governance and informed decision-making.
Functional accountabilities	• Act as the senior finance and commercial lead to the CFOO, providing assurance that all financial, regulatory, and commercial obligations are met. • Ensure the organisation has robust, Board-ready financial information and sound commercial governance at all times. • Operate as the intelligent client for all outsourced finance and commercial activity, ensuring outputs are challenged, validated, and fit for purpose.

KEY INTERACTIONS

Internal	External
- CFOO / SMF2 & SMF24 - Board and Committee Members - Investment Teams - Corporate Functions (HR, Legal, Risk) - CRO / CIO	- PwC (outsourced finance provider) - External & Internal Auditors - FCA - HMRC - LGPS Administering Authorities