



Registry  
Trust Ltd

Finance Director



Starfish

# Welcome from the Chief Executive

Thank you for your interest in joining Registry Trust.

We currently hold 5.5 million records on the public Register. There are no lending decisions that are taken across the UK that do not use our data in some way shape or form. Every year, more than 220 million business decisions are made using our judgment data. Registry Trust data is one of the few real-time indicators of the state of the economy, household finances and creditor behaviour. We have robust historical, regional and local-level data and want to do more to enhance the role we play in providing insight and analysis that supports good economic and financial decision-making.



Registry Trust is already a successful example of the government outsourcing to a non-profit organisation guided by a public value ethos with integrity, efficiency and quality at its core. To be effective, our data must be accurate and timely. When we were first created in 1985, our team processed two million pieces of paper a year and photocopied each piece of paper up to four times to send the data to credit reference agencies. Now, our data gathering, processing and distribution is of course mostly automated; yet that absolute commitment to data integrity, efficiency and quality has never changed.

We provide public value over and above our essential economic role and this is an increasingly powerful driving force for Registry Trust. We demonstrate this through our initiative Public Data for the Public Good based on three pillars – economy, public and policy.

Having undergone a period of change and growth over the last two years – an exciting period that is set to continue – we are seeking a new Finance Director who will work as part of the Executive team to help to set the direction of the organisation and provide leadership, guidance and support to the Executive and Management team.

This role requires someone with strong financial experience to ensure the business meets the expectations of its stakeholders. Working within a data-rich environment, you will also have an entrepreneurial mindset and the creative acumen to spot opportunities for growth.

You will understand the context we work in, including compliance frameworks, and will be a highly effective, engaging manager and leader who embraces the potential of Registry Trust as we continue to develop.

If you believe you have what we are looking for, we would be very pleased to hear from you.

**Lex Jones**  
**Chief Executive**



# What Registry Trust does

The idea of a Register of Judgments, Orders and Fines goes back to the 1800s, when the originally Register was created to promote commerce and trade – this remains at the core of what Registry Trust does today.

Judgment data is used by lenders and the credit information industry, and the Trust is therefore an integral part of the economic ecosystem, helping consumers get access to credit, promoting responsible lending and borrowing, and informed business decisions.

Registry Trust is the home of public data on monetary judgments in the UK. As a not-for-profit company, we use and share this data for public good to promote responsible lending and borrowing, good business decisions, inform public discussion on the economy and household finances, and empower consumers.

We operate TrustOnline, the only service that provides members of the public and businesses with immediate access to the UK's official statutory Registers of Judgments, Orders and Fines. This information is used by lenders to decide whether to give credit or loans and by customers/suppliers of businesses to decide whether to work with them.

We also provide a range of services to credit reference agencies, government bodies, charities, regulators and other organisations to help promote transparency and accountability in commerce and trade, and support consumers in financial difficulty.

## How we are led

Registry Trust is led by CEO, Lex Jones, who started her career at HSBC in retail banking. She progressed to become Deputy Regional Director SSM of Greater London Region, before joining the Financial Ombudsman Service in 2012. Lex joined Registry Trust in September 2017 as Director of Operations, and became CEO in July 2019.

## Find out more

To find out more about the Trust please visit <https://registry-trust.org.uk>

To read the Trust's Parliamentary Review please visit <https://www.theparliamentaryreview.co.uk/organisations/registry-trust>



# Role Description

<b>Role title:</b>	Finance Director
<b>Accountable to:</b>	Chief Executive
<b>Responsible for:</b>	Finance Team - 2 direct reports: <ul style="list-style-type: none"><li>• Finance/Accounts Assistant</li><li>• HR Manager (sits outside Finance Team)</li></ul>
<b>Key Relationships:</b>	Ministry of Justice and the Courts Service, HMRC, Bankers, Pension Providers, Legal Advisors, Auditor, Clients, Suppliers and Utility companies, Landlord, suppliers and employees.
<b>Role purpose:</b>	Report to the CEO and Board of Directors on all matters relating to Finance. Work as part of the Executive team to help to set the direction of the organisation and provide leadership, guidance and support to the Executive and Management team. Managing the Finance department to ensure the business meets the expectations of its stakeholders.

## Key accountabilities of the role

### Leadership and management

- Provides outstanding management and leadership to the department and more broadly across Registry Trust Ltd as required.
- Secures results through effective resourcing, championing performance management and setting and communicating clear expectations.
- Provide strategic analysis and advice, as well as suggestions, for opportunities for growth for Registry Trust Ltd, identifying future risk and potential benefits.
- Leads by example to ensure that all staff display a professional attitude towards their work and role model the Trust's values.
- Act as line manager to all accounts staff, ensuring objectives are set, completing meetings and appraisals process.

### Finance

- Provide insightful information and expectations to senior executives and the board of directors to aid in long-term and short-term decision making.
- Present (as required) financial reports to board members, stakeholders, executives, and clients in formal meetings, and reporting to the Audit and Risk Committee.
- Prepare and present the annual financial plan/long term financial plans as required and review financial data and prepare monthly and annual reports.
- Manage end-to-end financial audit while acting as the first point of contact for external auditors.
- Track the company's financial status and performance to identify areas for potential improvement.
- Prepare and post monthly accruals, prepayments and similar accounting entries, prepare management accounts for discussion with management team.
- Lead on VAT and HMRC processes and work with HR Manager to support, and potentially perform, payroll.
- Contract outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary.
- Seek out methods for minimising financial risk to the company, oversee financial compliance requirements.
- Stay up to date with technological advances and accounting software to be used for financial purposes.



### **Working with others**

- Builds and maintains excellent working relationships across Registry Trust Ltd.
- Remain aware of the disciplinary code and oversee the operation of the disciplinary process; participate where required in interviews and meetings.
- Any other tasks within the business as reasonably required of a member of the executive team.

### **Communications**

- Maintain good relationships with customers and suppliers.
- Attending industry conferences, exhibitions and social events as required.
- Dealing effectively with enquiries or complaints from customers or suppliers.
- To share information with staff to enable the smooth running of the departments and to ensure compliance with changes to legislation.
- Performing and arranging departmental overviews as required.

### **Planning and organising**

- To maintain knowledge of all departmental jobs, always looking for improvement and to oversee the implementation of changes when required.
- To ensure that the department meets company policies and procedures and legislative requirements.
- To liaise with other Registry Trust staff in creating, supporting and developing sales and marketing initiatives, new products, datasets and markets.



## Part one

### Knowledge and experience

- Successful track record of senior management gained within an organisation of comparable complexity and exposure.
- Graduate calibre, experienced qualified accountant (ICAEW, ACCA, CIMA).
- At least five years' significant and relevant post-qualification experience.
- Able to apply strategic financial and analytical skills to commercial and non-financial business decision making and enable others to do the same.
- Experience of Company Secretary duties with considerable knowledge of UK regulations and working with boards.
- Experience of working with Risk and Audit Committees (or equivalents) in ensuring that risk management is embedded throughout the organisation.
- Proven experience of financial planning, budgeting, forecasting and management reporting.
- Experience in small (less than 50 FTEs) organisations and/or start-up organisations.

## Part two

### Skills and abilities

- Highly effective leadership and management skills with the ability to encourage and develop the potential of team members and encourage collective responsibility.
- Excellent strategic thinker – can balance risks and opportunities, lateral thinking and avoids obstruction.
- Strong financial delivery skills with the ability to identify issues quickly and suggest solutions as well as identify, implement and maintain robust, best practice financial processes.
- Strong analytical skills -able to get to the heart of the issue quickly.
- Effective communication, influencing and interpersonal skills.
- Exceptional presentation abilities.

## Part three

### Personal attributes and qualities

- Energetic and highly motivated with an inquiring mind but strongly pragmatic.
- High integrity and openness with a commitment to good governance.
- Excellent communicator – able to constructively challenge and bring a fresh perspective.
- Entrepreneurial mindset – aptitude to spot opportunities for growth and good at horizon-scanning.
- Confident team player able to build effective relationships with senior team members and stakeholders to influence decision making at a senior level.

# Terms of Appointment

## Remuneration

This role attracts a salary of up to £80,000.

## Contract

This is a permanent appointment, open to full-time or 4 days a week (pro rata).

## Location

Hybrid working from home and in London. The successful candidate must be able to demonstrate effective leadership impact, which will include their presence and visibility within the organisation.

## Other benefits

- 30 Days Annual Leave (plus bank holidays)
- Private Medical Insurance
- Life Assurance
- Income protection
- Pension – 15% employer contribution
- Employee Benefits Platform – Free counselling service & physical, mental and financial wellbeing guidance, retail discounts, cycle to work scheme, gym discounts
- Annual provision of
  - health checks
  - flu jabs
  - free eye test
  - provisions for glasses
- Bonus scheme linked to performance (bonus capped at £5k)

## Equality, Diversity & Inclusion

To ensure diverse representation at all levels across the workforce and to understand the differing needs of our stakeholders, Registry Trust is committed to the principles of Positive Action.

Positive action is defined as voluntary actions employers can take to address any imbalance of opportunity or disadvantage that an individual with a protected characteristic could face. Protected characteristics, as identified in the Equality Act 2010, are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Board of Directors is currently under-represented across a range of protected characteristics, including, in particular, people from black and minority ethnic (BAME) backgrounds, and welcomes applicants from these communities.



# How to Apply

To make an application, please go to <https://starfishsearch.com/jobs/reg-trust-fin-dir/> and click on the apply now button, with the following prepared:

- your CV
- a short supporting statement (maximum two sides) that sets out why you are interested in joining Registry Trust Ltd as its next Finance Director

Please also ensure you have completed and submitted the equal opportunities monitoring form that appears on this site as you submit your application. The information you provide will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

<b>Search closes</b>	<b>2nd September 2022</b>
<b>Structured discussions with candidates</b>	<b>w/c 12th and w/c 19th September 2022</b>
<b>Stakeholder sessions</b>	<b>w/c 26th September 2022</b>
<b>Final formal interviews</b>	<b>w/c 26th September 2022</b>

