**JOB DESCRIPTION**

**Post:**  Director of Corporate Resources and Finance

**Post holder**: New Post

**Reports to:** Chief Executive

**Areas of responsibility:** Finance, Business Operations, Corporate Communications, HR, Programme Management, Outsourced services

**Location:** Hybrid working with an office base at the Curious Lounge, Tudor Road, Reading, RG1 1NH which we expect colleagues to attend on regular occasions.

**Working hours:** Full Time

**Main purpose:** The Director of Corporate Resources and Finance will oversee a newly formed directorate to lead and manage the corporate services of the LEP including corporate governance, finance, communications, contract and project management and business operations overseeing outsourced services including Accountancy and Audit, Legal and IT .

**Scope of the role:** The Director of Corporate Resources and Finance leads work activities that will significantly contribute to the operation of the Berkshire LEP as outlined above. The role will also be responsible for the completion of statutory documents such as the annual report, annual accounts and other reports and returns required by strategic partners, government and/or corporate law. The postholder will be responsible for strategic business planning, including the development of the Annual Business and Financial Plans and financial forecasts and will be responsible for the company Risk Register. A key requirement will be the oversight of the Berkshire Funding Escalator, a financial instrument to provide an evergreen loan fund to SMEs.

**KEY DUTIES / RESPONSIBILITIES:**

**Governance**

* The post holder will fulfil the roles of Company Secretary and Responsible Officer and undertake the legal responsibilities of those roles.
* Day to day responsibility for the operational management of the company’s statutory functions and responsibilities.
* The post holder will be responsible for the effectiveness of the governance arrangements of the organisation, overseeing due diligence and reporting to the LEP Board
* To assist in the management and provision of secretariat support to the Company’s board meetings, committees, and sub-groups
* Continued development, monitoring and reporting of the organisations risk registers including reporting to Chief Executive, Senior Management Team, and Board/Sub-Committees.

**Finance and Project and Programme Management**

* Oversee development and management of financial management and reporting processes, working alongside the Section 151 Officer and their team at the Royal Borough of Windsor and Maidenhead (as our Accountable Body) and our contracted Company accountants and auditors to prepare monthly, quarterly, and annual financial and management accounts in support of the budget process.
* To prepare Annual Accounts to report to the Company Board and for filing with Companies House.
* To produce the Company Annual Report and Business and Workplans, including those plans required by government.
* To prepare the returns required by Government for the LEP Annual Performance Review.
* To prepare three-year income and expenditure forecasts for the Board.
* To manage the preparation of applications for funding and commercial opportunities to ensure the sustainable growth of the LEP that will facilitate further investment in Berkshire.
* To manage the preparation of payment claims and reports including central and local government programmes.
* To provide expert advice to ensure that the Company reserves are best invested or utilised to achieve desired outcomes.
* To manage project completion of the residual Local Growth Fund capital investments.
* To manage the Company procurement and all procurement activity required by the Company.
* To evaluate project and programme delivery and identify underperformance as well as best practice.
* To manage the scrutiny of the Funding Escalator and relationship with our provider, Finance South East, to ensure that Company receives returns on this investment.

**HR**

* Developing and managing the provision of the company’s HR functions to ensure compliance with Employee Law and to support Company ambition to be a SME employer of choice.
* Lead on the regular review of Company benefits, including annual pay award and review of terms & conditions.
* Support the Nominations & Governance Committee

**Legal**

* Managing the Company’s legal contracts with sub-contractors in liaison with the Company’s solicitors and Accountable Body.

**Relationships:**

The post holder will be expected to build positive and effective working relationships with the following staff and stakeholders:

* Board, sub-groups, Senior Management teams and staff.
* Accountable Body management and staff.
* Finance, HR and legal advisors.
* Central and local government departments/ representatives.

**Person Specification**

**Key Skills and Competencies**

* Graduate calibre, experienced qualified accountant (ICAEW, ACCA, CIMA) with significant commercial and business experience post-qualification.
* Proven track record of effective planning, control, and monitoring of budgets, legal, HR, risk functions and health and safety.
* Able to apply strategic, financial, and analytical skills to commercial and non-financial business decision making and enable others to do the same.
* Ideally an experienced Company Secretary with the qualifications required for this statutory role.
* Experience in or understanding of small (less than 50 FTEs) organisations.
* Strong commercial experience, including experience of costing analysis and business case development.
* Energetic and highly motivated with an inquiring mind but strongly pragmatic.
* High integrity and openness with a strong commitment to good governance.
* Excellent numerical, IT and financial abilities.
* Proven experience of financial planning, budgeting, forecasting and management reporting.
* Ability to identify, implement and maintain robust, best practice financial processes.
* Confident team player able to build effective relationships with senior team members and stakeholders to influence decision making at a senior level.
* Experience of partnership working, including negotiating, communicating and joint working with internal/external organisations to achieve outcomes.
* Analytical thinker with critical thinking and decision-making strengths. Ability to provide challenge and make contributions to other areas of the organisation.
* Experienced line manager, able to motivate and develop a team.
* Strong written and oral communications skills and able to engage internal and external stakeholders.
* Good presentation skills

**MOBILITY:**

* Ideally, a car owner with full driving licence.