



Job Description

Job Title	Executive Director of Finance		
Grade and Salary	Director		
Location	Horspath / Cowley Marsh / hybrid		
Service Area / Directorate	Corporate		
Responsible To	Managing Director	Direct Reports & team size	3 / 8
Rehabilitation of Offenders Act 1974	Exempt	Additional Screening	N/A
Candidate Screening	Not required		

This job is 'doing good' by:

The post holder is member of both the Board and the Executive Team who lead collectively the strategic direction of the business. Their leadership of the Finance function ensures the financial stewardship and efficient operations of a large and diverse commercial and public service operation.

Role responsibilities and main duties:

- Financial leadership and management – ensure the provision of high quality management accounting and financial management services
- To maintain high standards of corporate governance and financial control in all areas relating to finance in the business
- Management reporting – oversee and assure the timely provision of high quality and accurate management accounting reporting to inform business decisions, dealing appropriately with the mix of the revenue streams
- Financial analysis – develop and maintain performance measures
- Budgeting / forecasting – develop targets and other plans, facilitate budget process, project cash flows, review capital requests and approve
- Preparation of financial business cases both to the Board and the Council for new capital expenditure
- Financial strategy – create & deliver financial plans, encompassing tax / risk / control / insurance / resourcing and systems strategies, to optimise financial performance and help

deliver strategic aims.

- Functional oversight as Client of the Council provided financial services which include financial analysis, tax, treasury, transactional activity such as accounts payable and accounts receivable. This includes resolving any gaps in service accordingly.
- Audit - design and review policies and procedures, review controls, manage internal and external audit relationships, develop plans and action recommendations.
- Systems - functional oversight on systems implementation and upgrades which affect the accounts and accountable for protecting the integrity of financial information. This includes control of test scripts
- Corporate leadership - support the Executive Team and the Leadership Team to design and deliver a commercial financial strategy that supports delivery of the business strategy and promote a culture with a commercial focus.
- Board – responsible for reporting financial matters to the Board and providing insight and advice on all financial concerns including financial strategy
- Shareholders – reporting financial performance in liaison with Board/MD
- Customer/Client relationships – build effective working relationship with the Council and promote the Companies to the wider community
- Employees – mentor team to help them reach full potential and provide effective support to the company

Leadership Responsibilities

This role is part of the corporate leadership team and as such has shared responsibility for leading the organisation, including:

- Consistently acting in line with the mission, values and leadership charter
- Maintaining focus on delivery of the overall business plan
- Working collaboratively with colleagues within and outside of the organisation
- Acting as an ambassador for the company at all times
- Consistently challenging inappropriate and unsafe behaviours in any area
- Ensuring compliance with Company policy and procedure
- Delivering against financial and performance targets
- Taking shared responsibility for service delivery across the organisation

Our commitment to Safeguarding

ODS is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Essential

- Demonstrate extensive technical ability, with appropriate qualifications and professional membership in an accounting body (for example CCAB, CIMA) and a track record of senior level experience in various commercial settings, including large and complex organisations.

- In depth experience and a track record of success in a finance function supporting a diverse, commercial business.
- An understanding of at least some of the services that ODS deliver.
- Demonstrate sufficient breadth and depth to operate at the highest level of the organisation, providing strategic vision, direction, financial performance, and leadership. This includes drawing on a range of experience in solving complex problems and give assurance to the Board and Shareholder.
- Experience of writing, contributing to and challenging businesses cases to ensure sound appraisal and successful implementation.
- Experience of advising on and reviewing pricing strategies in a commercial arena which supported commercial growth.
- Evidence of an acutely enquiring mind to support a strong financial management environment where leadership can rely on management information and the strategies it informs.
- Have outstanding leadership skills, with a collaborative style and commitment to understanding, knowing, and developing staff across the organisation.
- Demonstrate a strong affiliation with, and commitment to, the company's values, ethos and ambitions.
- Be a highly-proficient relationship-builder, able to develop and sustain successful alliances and influence at all levels and across partner organisations.
- Demonstrate excellent customer awareness and the ability to translate complex financial information for use across the business.

Desirable

- Experience of undertaking successful acquisitions.
- Experience of working for (or in partnership with) public sector organisations.