



Role profile

Job title	Finance Director	
Role family	Management responsibility:	
Finance, reporting to the Chief Operating Officer	Does this role have management responsibility for others? Yes	Strategic leader
Overall purpose of role		
Responsible for ICAEW's financial strategy and management in support of its strategic objectives.		
Main responsibilities of role		
<ul style="list-style-type: none"> • Co-ordinating the Institute's financial strategy, including the financial aspects of the annual operational planning process (rolling three year plan); longer term structural financial projections and balance sheet position • Overseeing the in-year budgeting, forecasting, and monthly management accounts processes and reporting. • Providing the ICAEW Board with timely and relevant financial information and commentary. • Making recommendations for the setting of annual fees and subscriptions to support the financial resource requirements of the operational plan and longer term financial strategy • Providing investment appraisal advice for major projects and tenders • Managing the preparation of annual financial statements for ICAEW and its subsidiaries. • Managing relationships with the external auditor. • Overseeing the VAT, corporation tax and PAYE affairs for ICAEW and its subsidiaries • Ensuring ICAEW funds and associated trusts are invested to maximise returns consistent with agreed investment policies and with security. • Overseeing ICAEW's banking, payroll, income collection and payments systems and arrangements • Overseeing ICAEW's insurance arrangements • Managing Finance Department staff in the discharge of the above responsibilities. • Working with FCA Ltd (Pension Fund Trustee) on the future strategy for seeing the Defined Benefit Pension Scheme (closed to new members and future accrual) through to self-sufficiency • With the Director, IT and Property, responsible for maintaining finance related IT systems and internal controls which support ICAEW's business requirements • Managing and developing Finance Department staff in the discharge of the above responsibilities. • Attending and supporting meetings of the ICAEW Board, Investment Committee, Audit Committee, FCA Ltd and the Executive Committee as required • Liaising and working with external regulators, government departments and other stakeholders whose remits and actions impact ICAEW's financial position • oversight responsibility for the Charitable Trusts work, including the CAT Board • Specific duties will vary from time to time in line with the business needs. 		

ICAEW values – all staff are expected to work to these values

The 3 i's – Initiative Insight and Integrity

The 3 i's are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

Initiative

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

Insight

- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

Integrity

- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

Candidate profile

- ICAEW Chartered Accountant member (ACA, FCA)
- Strong commercial orientation with the stature to act as an ICAEW ambassador in respect of its complex network of stakeholders
- High in intellect, whilst practical with a results orientation
- Strong process and project skills and an enthusiasm for change management
- Experience in head of function/senior level appointments in respected and professionally led commercial organisations
- Evidence of influencing and shaping business strategy through financial input
- Management and development of sizeable teams
- Evidence of contributions to strategy and corporate direction
- Evidence of working in a complex business environment with multiple stakeholders
- Strong customer / service centric sector experience