

ROLE PROFILE

Director of Finance and Company Secretary



The BHS is undergoing a period of significant growth and associated business transformation. This includes the acquisition and deployment of the Dynamics 365 platform, customer insight and brand development work to support revenue growth and a cultural change within the Home Team and more broadly with the BHS One Team stakeholder groups.

Job Purpose: As a key member of the senior management team to proactively contribute to the development and delivery of the Society's strategy and ensure that agreed objectives, budgetary and cash targets are achieved. To ensure the financial integrity of the Society, its governance, and ensure it is fully compliant with all statutory requirements. This purpose extends to the Society's subsidiaries.

Reports to: Chief Executive Officer

Direct reports: Head of Finance

Key Responsibilities and Accountabilities:

- To ensure that all statutory requirements are complied with in a timely manner including the preparation of the Society's Annual Report, the Accounts for the subsidiary companies and other statutory returns as required.
- To ensure the Society's annual audit is well planned and well managed regarding audit outcomes and the Society's relationship with its independent auditors.
- To ensure the accurate and timely provision of Management Accounts to the Board of Trustees, Senior Management Team, and other responsible managers. This includes the provision of appropriate performance measurement of a financial and non-financial nature.
- To ensure the accurate and timely provision of financial forecasts to the Board of Trustees, Senior management team and other responsible managers.
- To ensure that the systems and processes utilised in producing all financial and management data are fit for purpose, leverage Dynamics 365 functionality to improve financial and business performance insight and that all such systems deliver accurate and timely information in an efficient and effective manner.
- To ensure that adequate controls are in place to safeguard the Society's assets. Should any concerns arise, ensure that this is brought to the attention of the CEO and Board of Trustees.
- To undertake the preparation of annual budgets together with the CEO, Senior Management team and other responsible managers. Proactively highlighting variations from these plans with proposals for corrective measures.
- To participate in the formulation and presentation of the Society's strategic and operational plans.
- To understand and proactively address all technical accounting issues that affect the Society, for example the nature of unrestricted, designated and restricted funds, VAT Partial Exemption, Gift Aid and the Charity SORP.
- To ensure that the Society's cash is properly managed in accordance with the guidelines agreed with the Board of Trustees and with due regard to risk and return.
- To manage the relationships with the Society's professional advisors and relevant key suppliers to ensure that the Society's best interests are being served in an effective manner. Identify and recommend alternative providers as appropriate.

- To manage and develop the Head of Finance and the Finance team, ensuring that they continue to provide robust financial governance and control whilst growing their knowledge and capability to optimise the Dynamic 365 platform to meet the Society's needs & deliver the strategy.
- To advise generally on the Society's governance in respect of the Articles of Association, Byelaws and terms of reference for the Board of Trustees, Board Committees, Advisory Committees, Regional Committees and County Committees.
- To advise the Board of Trustees regarding their responsibilities and the rules and regulations which they operate under and advise how those responsibilities should be discharged.
- To support the CEO and the Chair of the Board of Trustees in ensuring the board functions efficiently and effectively.
- To ensure that the company complies with all applicable guidance and codes, in addition to its legal and statutory requirements.
- To identify and monitor changes in relevant legislation and the regulatory environment and act accordingly.
- To oversee the insurance needs of the Society, its members and special interest groups regarding any provided schemes, and to effectively manage renewal and tender exercises.
- To provide project governance in respect of contractual and financial matters and to attend and advise project meetings as required.
- To ensure that the Society's Board of Trustees and Board Committees (Finance, Audit and Nomination) are well informed and updated regarding all financial, compliance, legal and risk related matters.
- To ensure the same disciplines on a group basis for all the Society's subsidiaries.
- Any other duties as may be reasonably required by the Society.

Person Specification:

Essential Criteria

- Chartered Accountant (ACA, FCA), Chartered Certified Accountant (ACCA, FCCA), or Scottish equivalent (ICAS)
- Demonstrable, recent experience at a senior level in a finance role with responsibility across the whole finance function.
- Experience at a senior level as Company Secretary or equivalent
- Experience of leading and coaching a finance team to achieve excellent performance.
- Commercially astute and able to proactively contribute to the operation of the Society.
- Excellent technology skills and able to demonstrate significant knowledge of the management of financial systems and their integration with other business applications.
- Proven ability to interpret financial data into meaningful information for stakeholders.
- People and team management with proven ability to coach managers without a financial background in effective budget management.
- Demonstrated aptitude for strategic thinking, planning and analysis.
- Excellent financial planning and forecasting skills
- Demonstrated capacity for analytical reasoning.
- A dedication to integrity and advancing Equity, Diversity and Inclusion

Desirable Criteria

- An understanding of the issues specific to charity accounting and legislation.
- An understanding of education and qualification regulation and compliance
- Experience of Microsoft Dynamics Business Central

