

JOB DESCRIPTION

Job Title – Chief Finance Officer / Company Secretary

Purpose

Accountable through the Chief Executive to the Board for the efficient operation of appropriate financial systems. As Company Secretary, the postholder will support the Board in fulfilling its governance responsibilities. The role also acts as deputy to the Chief Executive, providing cover during periods of absence and contributing to organisation wide leadership.

Key Responsibilities:

Operational Duties

- Overseeing day-to-day financial operations, including customer transactions, banking processes, payroll, invoice payment.
- Supporting the development of efficient processes suitable for a small but regulated financial institution.
- Supervising and developing staff, maintaining a collaborative and customer-focused culture.
- Producing and presenting finance-related documents to the Board and Audit and Risk Committee each year including the following:
 - Internal Capital Adequacy Assessment Process (ICAAP)
 - Internal Liquidity Adequacy Assessment Process (ILAAP)
 - Stress testing in relation to the ICAAP and ILAAP
 - Recovery Plan
 - Reverse Stress Testing
- Preparation of financial statements and the year-end audit file.
- Liaising with the internal and external auditors and supplying information and explanations as necessary.
- Servicing the Audit and Risk Committee, minuting its meetings (usually 5 per year).
- Preparing draft year-end corporation tax calculations for external review and finalisation.
- Carrying out such other duties as may reasonably be requested by the Board or Chief Executive.

Regulatory Compliance

- Ensuring compliance with PRA, FCA, HMRC and other relevant regulatory frameworks.
- Leading the preparation regulatory returns.
- Maintaining an up-to-date knowledge of regulatory developments affecting small banks and specialist lenders.

Financial Leadership

- Developing and overseeing the Company's financial strategy, ensuring alignment with Board strategy and regulatory expectations.
- Budgeting, forecasting, capital planning, and liquidity management.
- Producing accurate, timely monthly management accounts, monthly management information, statutory accounts (and accompanying information) and financial reports for the Board and regulators.
- Maintaining robust financial controls, risk management processes, and audit readiness.

- Overseeing treasury management within Board-approved parameters, including monitoring the Company's bank balances and monitoring and reconciling all transactions which have occurred in the Company's investment portfolio.
- Liaising effectively with the external and internal auditors and carrying out necessary anti-money laundering functions for customer accounts.
- Checking the calculation and accounting treatment regarding depositors and property loans half yearly interest calculations.
- Monitoring loan book performance, provisioning etc in relation to the church lending portfolio.
- Undertaking the financial assessment of property loan applications from churches and associated organisations.
- Participating fully with the Board, Chief Executive and potential customers to facilitate the achievement of the planned growth in lending and deposits during the next 5 years.
- Participating fully in the development and use of appropriate IT systems, including the planned depositors' portal.
- Deputising for the Chief Executive, providing cover during periods of absence.

Company Secretary Duties

- Serving as principal adviser to the Board on governance, statutory obligations, and best practice.
- Maintaining statutory registers, filings, and Companies House submissions.