

Head of Finance

INFORMATION, JOB DESCRIPTION & PERSONAL SPECIFICATION



Gen²
SMARTER PROPERTY

Head of Finance

Information, job description and personal specification

This purpose of this document is as a guide to provide prospective applicants with details of the company; what you can expect when you work for us; requirements of the role; and skills and competencies that we will be looking for in a potential employee of the company.

Who we are

GEN² are trusted public sector property experts.

We're transforming the management of public buildings and spaces for current and future generations through our inside knowledge of the sector.

And we're growing. Having successfully secured a five year agreement with Kent County Council's infrastructure division and securing new clients, GEN² is looking to expand its talented team of property professionals.

We manage 1,800 properties with a combined value of £1.87bn and have delivered £535 million of capital projects over the last three years. Our team of experts enable and facilitates the delivery of a diverse range of services for the public sector across London and the South East.

GEN² are driving innovative new changes to support the need to deliver services differently. We are keen to work with an exceptional individual who has the energy, drive and ambition to help us do things differently.

Someone who shares our commitment to improving public services and who is able bring skill and commercial awareness to ensure we deliver value for money and maximise clients' assets.

Our Vision

Our vision is to be the trusted property services advisor of choice to public sector clients in London and the South East. We understand our client's needs and objectives and our work supports the delivery of social and financial value. We do this by delivering excellent standards of service, in a commercially aware but ethical manner.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



JOB SUMMARY

JOB TITLE:	Head of Finance
SALARY:	Competitive
APPOINTMENT:	The Head of Finance will be employed by Gen ² Property Ltd
RESPONSIBLE TO:	Chief Executive Officer

Purpose of the Job

As a key member of the Senior Leadership Team the Head of Finance will report to the Chief Executive Officer (CEO) and lead the financial management of the company. The Head of Finance function will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the company. This will include direct responsibility for accounting, finance, forecasting, strategic planning, job costing, legal, property management, deal analysis and negotiations.

The Head of Finance will also have responsibility for managing client budgets, supported by a Finance Manager. This includes the management and reporting monthly for the Kent County Council's (KCC) Corporate Property budget (c£21m).

Main Duties & Responsibilities

1. Form a close working relationship with the CEO, other Senior Executives and Non-Executives
2. Provide guidance to the CEO and, on occasion, the Board on the company's finance and accounting strategy, to optimise the company's financial performance and strategic position
3. Take overall control of and lead the company's accounting function, contribute fully to the development of company strategy across all areas of the business, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets and business drivers
4. Ensure that company financial systems are robust, compliant and support current activities and future growth
5. Lead and develop the finance team
6. Work with senior teams to grow the business, formulating strategies and plans
7. Ensure corporate budgeting processes are carried out and reviewed
8. Take ultimate responsibility for the company cash management policies
9. Present annual accounts to the Board and Shareholders

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



10. Ensure that the regulatory requirements of all statutory bodies are met
11. Corporate finance: manage company policies regarding capital requirements, debt, taxation, equity, disposals and acquisitions as appropriate
12. Establish a high level of credibility and manage strong working relationships with external partners including customers and advisors
13. Lead and drive innovation to maximise financial efficiency
14. Work effectively with Kent County Council (KCC) and other clients and partners to ensure seamless and efficient financial transactional activity
15. Meeting KCC's statutory accounting deadlines for group purposes and effective liaison with the external auditors to deliver a clean set of accounts for consolidating into the group
16. Support the delivery of KCC Trading Group's financial objectives

Key Accountability Areas

1. Be accountable for the statutory and regulatory financial compliance of the company
2. Develop and own the financial strategy for the business to maximise profitability and shareholder return over the short, medium and long term, whilst driving continual service improvement
3. Be responsible for the day to day financial good management of the company and delivery of financial targets. Lead the development of people and processes to support best financial practice
4. Lead and manage the Commercial Team and oversee all bid/no bid processes and commercial contracts are in place with acceptable terms.

In addition, the Head of Finance will support the CEO in the financial aspects of their responsibilities including:

1. Developing and delivering the business plan in order to grow the business
2. Identifying opportunities to create and launch new services into the market
3. Ensuring the company continues to deliver a 'best in class' service across a growing customer base
4. Delivering a first class customer journey in this predominantly people based business
5. Developing a marketing strategy
6. Reviewing and developing services, products and commercialisation for the product offering

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



7. Working with Senior Management Team and colleagues in developing the company's ICT strategy

Person Specification & Experience

The Head of Finance will have held a similar position for at least 3 years, where he/she reported directly to a senior company executive supporting a company board or other senior governance body and was accountable for financial strategy and performance

Experience in a medium sized limited company, ideally offering professional property or project management consultancy services to the public sector

While the balance of experience should be in the private sector, knowledge and understanding of public sector accounting and specifically local authority accounting would be an advantage

He/she will have experience and have been responsible for company finances including financial strategy and growth and day to day financial operations. He/she will have up to date knowledge of the latest financial markets, solutions and new models for service delivery

He/she will be a team player with the ability to take complex financial data and translate it into a lay format, and deliver it with political sensitivity

Skills and Abilities

- Must be either CCAB qualified or CIMA or other equivalent
- Meet the requirement for a commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels
- Exceptional written and oral communication skills at all levels
- Strong IT skills, always being ahead of new technologies
- Ability to handle high levels of pressure and critical decision-making
- High integrity and openness combined with commitment to good governance
- Energetic, highly motivated with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

