Job Description

<table>
<thead>
<tr>
<th>Job title</th>
<th>Interim Director of Finance and Corporate Services</th>
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<tr>
<td>Reports to</td>
<td>Chief Executive</td>
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<tr>
<td>Direct Reports</td>
<td>Finance Manager, Head of IT</td>
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<tr>
<td>Division</td>
<td>Corporate Services</td>
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<td>Grade</td>
<td>1</td>
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<td>Salary</td>
<td>£64,730 – £76,068</td>
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**ROLE PURPOSE**

- Accountable for the leadership, development and direction of CIEH’s Finance, Risk, Human Resources and IT functions.
- Corporate responsibilities extending across the range of the Institute’s operational activities and strategic priorities.
- The role demands a high level of visibility and leadership with the staff team, Board of Trustees and governance committees, as part of the corporate and strategic responsibilities of EMT.

**RESPONSIBILITIES AND DUTIES**

1. Accountable for managing, directing and controlling all aspects of CIEH’s finances, including those of its commercial trading subsidiary, CIEH Ltd, EH Welfare Fund, and associated entities. Providing robust financial appraisal, monitoring business development and capital projects as well as ensuring integrity of CIEH’s financial systems.
2. Accountable for financial and legal governance, compliance, risk management and assurance framework, ensuring strategies are in place for the financial sustainability of CIEH, ensuring assets are protected/use for Objects, funds managed effectively.
3. Accountable for business modelling and planning, challenging and stress-testing business plans and assumptions
4. Accountable for all aspects of the employee life cycle from onboarding through to performance management, implementing people policies that drive engagement with CIEH’s organisational culture.
5. Accountable for supporting the governance, financial wellbeing and financial operation of the Environmental Health Welfare Fund.
6. Accountable for a range of organisation-wide strategic projects.
7. Accountable for the leadership and development of the team within area of responsibility, with additional corporate leadership responsibilities as a member of EMT.
8. Accountable for sourcing and managing liaison with external advisers including Auditors, lawyers, advisers, statutory agencies,
FINANCE

1. Ensure that the Finance department provides a professional financial support service that is timely, accurate and relevant to all areas of the organisation
2. Ensure all financial transactions are recorded and processed in compliance with the agreed internal control framework in a timely and accurate manner ensuring receipts and payments are managed appropriately
3. Review the management accounts and forecasts, preparing the commentary prior to distribution/publication as necessary and ensure the finance team prepare the relevant reports to agreed timescale.
4. Ensure the integrity of the organisation’s financial systems, including all feeder systems (CRM/Payroll etc), and provide robust financial appraisal and monitoring of business development and capital projects
5. Oversee the finance team in managing the annual audit process, liaise with external auditors, Risk and Audit committee and senior managers to ensure the production of the annual financial report and accounts to agreed deadlines
6. Provide a full financial management support service to the organisation ensuring that regular reports are produced, giving information on sales trends, volumes profitability analysis, business case preparation investment appraisal and performance monitoring; in general, meet the information requirements of the Executive Management Team
7. Ensure all statutory and other returns are completed accurately, within set deadlines and payments made in accordance with time limits
8. Manage and appraise all direct reports and ensure their technical and development needs are identified
9. Manage and co-ordinate the process to prepare budgets and quarterly forecasts ensuring the agreement of the relevant Manager or Head of Department allocating the finance team resource appropriately
10. Provide support to the HR manager in payroll and pension related matters including reviewing monthly and weekly payroll payments and approving these in line with forecasts as well as reviewing pension returns
11. Maintain the framework of internal control and delegated authority appropriate to the organisation’s scale, risk and operations and ensure compliance with all aspects of the Accounting Procedures Manual and if any discrepancies are identified, take remedial action
12. Support the management of external advisors including bankers, investment advisors, insurance brokers, tax advisors and solicitors to ensure the organisation receives appropriate and timely advice
13. Ensure that all financial operations are carried out in accordance with the Standing Orders, Financial Regulations, The Charter & Byelaws of the Chartered Institute of Environmental Health and the relevant Companies and Charities Acts
14. Attend all relevant internal and external meetings as required and directed by Chief Executive deputise for them as needed and work with them to implement strategic decisions

HR

1. Lead on developing and delivering our people strategy ensuring that succession plans are in place for key roles and that our people are appropriately skilled and equipped to deliver on CIEH’s strategic priorities
2. Support the HR manager to deliver a fully integrated and effective human resource service to all managers and staff
3. Ensure CIEH’s core values and behaviours are embedded into all aspects of our performance management approach
INFORMATION TECHNOLOGY MANAGEMENT

1. Working with EMT and Head of IT to continually develop and improve CIEH’s IT strategy, enabling departments across CIEH to deliver on their objectives
2. Provide leadership for the continuous improvement of business processes and systems within the context of the wider organizational strategy
3. Be accountable for the setting, monitoring and control of the IT operational and capital budgets
4. Act as the Responsible Officer within CIEH for data compliance and other applicable standards and legislation.

CONTACTS

Internal
- All CIEH departments, associated and connected entities
- Trustees and Directors
- Committee Members in particular the Risk and Audit committee and Welfare Fund
- Volunteers

External (individuals and companies who have dealing with CIEH)
- Accounting / HR / 15H software support companies
- Ad-hoc professional advisors and consultants including Auditors and Tax advisors, Bankers, Insurance Brokers, Investment advisors, Pension advisors, Solicitors
- Customers and Suppliers
- Regulatory bodies such as Charity Commission, HM Revenue & Customs

CORPORATE RESPONSIBILITIES

Work collaboratively with other members of the Executive Management Team to ensure that CIEH:

1. Maintains the necessary capability and resources by developing an organisational structure and capability geared towards achieving its objectives
2. Engages effectively with staff to foster and encourage a high-performing, inclusive culture that nurtures openness, diversity and equality
3. Continuously engages in activities to monitor, evaluate and improves the quality of all of its services
4. Has effective annual, medium and long-term plans and budgets in place to meet its financial objectives
5. Ensures compliance with reporting requirements to meet governance, statutory and management obligations
6. Develops and maintains strong, sustainable relationships with members and other key stakeholders
7. Effectively manages its strategic and operational risks

Undertake such other reasonable duties as the Chief Executive may require in accordance with the jobholder’s position and status.
PERSON SPECIFICATION

Experience and qualifications:
1. Fully qualified, Chartered accountant with proven extensive post qualification experience of all aspect of financial management and control
2. Experienced in implementing or overseeing organisation-wide risk and audit frameworks
3. Able to demonstrate commitment to all CIEH core values and behaviours
4. Detailed knowledge and competency of integrated financial accounting systems and associated report writing skills
5. Substantial experience within charity/not for profit sector with excellent UK GAAP, Charity SORP and IFRS reporting expertise including completion of statutory accounts of a medium sized charity
6. Significant senior management experience including effective and well developed people performance management skills ensuring that cross functional teams deliver services to budget and within agreed deadlines
7. Able to develop and implement organisational strategy in the context of the Finance and HR
8. Able to plan and implement complex work programmes in support of organisational objectives
9. Experience of working with Business Central or similar system is desirable

Skills and personal qualities
1. A high level of skill and creativity in resolving problems combined with the drive to deliver timely and cost-effective solutions
2. Commercially focused with ability to operate at both strategic and operational levels, keeping focus at top level without losing sight of relevant details at a lower level
3. Excellent communicator, verbally, written and in structured meetings
4. Good leadership skills with the ability to motivate teams and individuals
5. Self-motivated with confidence and credibility to challenge existing work practices
6. Excellent interpersonal skills with proven track record of building and maintaining positive and effective working relationships.
7. A collaborative, pragmatic, open and “can do” attitude
8. Willing to think ‘outside of the box’ and look for innovative solutions to enable the business to reach its objectives

CIEH is an equal opportunity employer.