



Government Finance Profession

POST VACANCY PROFILE AND PERSON SPECIFICATION

(Please email to denise.cooper@hmtreasury.gsi.gov.uk for inclusion on the GFP website)

Job reference:	NEST 01	Grade:	3
Job title:	Finance Director	Salary range:	Competitive
Department:	Finance	Open to: <i>(delete as applicable)</i>	Existing civil servants on a secondment basis only.
Branch/ Div:	NEST Corporation	Closing date:	06/08/2010
Location:	London and Newcastle	Further information: <i>(Line Manager's full contact details)</i>	Angela.clark@nestpensions.org.uk

Background information

As a member of the senior executive team, the finance director is responsible for advising the CEO on his duties as accounting officer. The FD will also be responsible for leading the finance team to ensure robust financial management for the organisation and acting as a true strategic business partner to the authority, ensuring organisational performance is assessed against the annual budget and the organisation's long term strategy. This is a high profile role with the successful candidate being the first Finance Director for the Nest Corporation.

Role profile

The successful candidate will have responsibility for the following deliverables and activities:

- Establishment of the financial control environment for the new NEST scheme, including full accounting and reporting functionality.
- Participation in key decisions relating to strategy initiatives, operating model and execution, as a member of the senior executive team.
- Advising the CEO on the execution of his duties as accounting officer, in the FD's role as a true business partner.
- Development and management of the finance team (currently based in two locations.)
- Development of tools and systems to provide meaningful financial and operational information to the CEO and management team to aid decision making.
- Engagement of the finance, audit and risk committees around issues relating to trends and changes on the operating model and/or operational delivery.
- Establishment of yearly objectives for the finance function and management / review the most appropriate resources to deliver on these.
- Preparation and maintenance of regular financial planning reports for use by the business in managing their budgets.
- Development and maintenance of capital budget.
- Overseeing preparation of month-end, quarter-end and year-end financial statements in accordance with the relevant accounting standards.
- Enhancement and implementation of financial and accounting systems, processes, controls and tools.
- Serving as a fiscal point of escalation for accounts receivable/accounts payable issues.

- Overseeing weekly cash management and cash flow planning as well as ensuring the availability of funds as needed, including the management of the loan relationship with Government.
- Approving weekly payables and execution of cheque signing ; overseeing successful banking relationships.
- Development and implementation of forward looking predictive models and activity based financial analysis to provide insight into the organisation.
- Ensure legal and regulatory compliance in all finance functions and co-ordinate audits and proper filing of tax returns.

Key competences & skills

The successful candidate will be able to demonstrate the following experience:

- The successful candidate is likely to have at least 5 years PQE in a medium to large scale organisation.
- Experience of the review and implementation of best practice standards, controls and processes
- Experience of managing an outsourced supplier relationship.
- A knowledge of pension fund accounting and reporting
- Experience of effective team management.
- Experience of operating at a senior level in the financial services industry would be advantageous.
- Experience in a business environment undergoing fundamental change or alternatively, a business start-up,
- Knowledge of public sector accounting standards would be an advantage but is not essential.
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Personal attributes required

The successful candidate will have the following skills and education:

- Fully qualified accountant (ACA, ACCA, CIMA, CIPFA)

The successful candidate will be able to demonstrate the following personal attributes:

- Technical finance skills, including a proven track record in successful financial planning and control, an understanding of business processes, risk management, IT systems and platforms including outsourced business processes;
- Influencing and communication skills, including an ability to understand the motivation and interests of a wide variety of stakeholders and to develop and maintain relationships quickly with them; strong negotiation skills; and an ability to communicate clearly, effectively and authoritatively with a wide range of audiences;
- Strategic and analytical skills, including an ability to translate broad strategy into detailed implementation plans and to understand the strategic context of a fast-changing industry;
- Team building and leadership skills, including an ability to identify and attract top performers from outside the organisation and to build high-performing teams; to motivate individuals to deliver high performance and to provide developmental feedback; to take tough personnel decisions where necessary; and to demonstrate high emotional intelligence, perceptiveness and sensitivity to people issues;
- Results and change orientation, including drive, energy, resilience, a focus on targeted performance measurement.
- Flexibility, adaptability and pragmatism, including an ability to adapt quickly to changed priorities and business circumstances.
- An ability to anticipate events and to prepare proactively for likely outcomes.

Applications

Applications including a CV, should be sent to *Angela Clark* via email to angela.clark1@dwp.gsi.gov.uk . Please include the job reference in the subject box of the email. Applications must be received by the closing date specified above.