

ROLE PROFILE

Service	Finance & Resources
Job title	Director of Finance & Resources
Salary Grade	Management Grade
Hours	40 hours Per Week
Responsible To	Managing Director
Responsible For	Finance Function, Procurement and Parking Services Function
Direct Reports	Head of Finance, Operations Manager (Parking Services), Procurement Manager

Role Purpose

To provide strategic leadership and be accountable for the provision of financial and performance information to the Senior Leadership Team (SLT) Managing Director and GEL Board.

To direct and oversee all financial activities, including the preparation of robust financial reports and forecasts, to ensure the continued viability of the company.

To develop procurement strategies that align with business objectives and ensure cost-effectiveness.

To lead on digital transformation, working with and advising senior colleagues and others, so that GEL is prepared for future success.

To lead by example, encouraging a positive work culture for all employees.

To deputise, where necessary, for the Managing Director.

People Management

Line-manage the Head of Finance; Operations Manager (Parking Services); Procurement Manager and other allocated staff, ensuring they are developed in line with GEL requirements and company Vision and Values.

Ensure that all subordinate staff are inducted and onboarded properly; and are aware of relevant GEL HR and Health and Safety policies, and GEL's expectations.

Financial Management

- 1) Develop and regularly revise a long-term financial strategy for the company.
- 2) Ensure, in close cooperation with the Managing Director, that an appropriate, board-approved, financial policy framework is in place to guide the company's financial decision making.
- 3) Ensure accurate records are maintained to meet external, legal and tax requirements.
- 4) Ensure the statutory annual accounts are prepared for consideration by the Managing Director and Board
- 5) Ensure timely submission of all external reporting e.g. Companies House and HMRC.
- 6) Ensure appropriate insurance cover is in place for all requirements.
- 7) Develop and manage the risk-management register by identifying risks in conjunction with the MD and senior colleagues: establish suitable plans to reduce/manage risk and ensure they are effectively communicated and reported to the Board.
- 8) Provide timely advice on new and current business income generation initiatives and develop analysis of performance.
- 9) Ensure that all confidential records are maintained accurately and are kept up to date and in accordance with Data Protection legislation.

Management Team

Attend meetings of GEL's Senior Management Team, present financial reports and updates, giving early sight of potential issues or challenges to the MD and SMT and suggesting options for resolution or improvement.

Attend meetings of the GEL Board; or Council Scrutiny; or other committees as required by the London Borough of Ealing.

Health & Safety

Take reasonable care of the Health and Safety of yourself and others, work with the Compliance Team and the Head of HSEQ and Depot to ensure that a culture of Health and Safety is embedded in your areas of responsibility.

Vision and Values

Understand GEL's Vision "to be recognised as one of the leading environmental service providers in West London and across the capital" and help GEL to achieve this Vision through adhering to the GEL Values. Act as an exemplar of GEL's Values and ensure that these are embedded within your area of responsibility.

Note

The tasks listed in this job description are not exhaustive and the postholder may be asked to undertake additional duties in line with the needs of the service, as directed by the Managing Director.

Person Specification			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	A fully qualified accountant with membership of a relevant professional body		Qualification Evidence / Application form
Relevant Experience	<p>Significant senior level leadership and management experience in Finance and performance.</p> <p>Experience of reporting to Executive and Board level teams.</p> <p>Proven ability to establish and maintain credibility with senior colleagues and other stakeholders.</p> <p>Proven ability to work strategically and be hands-on where required.</p> <p>Experience of developing and implementing strategies and plans.</p> <p>Knowledge and understanding of Equal Opportunities issues.</p>	<p>Experience in environmental services industry</p> <p>Previous experience at director level</p> <p>Knowledge of current legislation relevant to the post</p>	Application Form/Interview
Personal skills	<p>Ability to meet deadlines and ensure that others do so</p> <p>Good communication skills</p>	Able to demonstrate leadership qualities and	Application Form/Interview

	<p>able to work closely with and establish positive relationships with colleagues, and other stakeholders</p> <p>Must be able to complete relevant paperwork associated with the post.</p> <p>Excellent report writing and presentational skills</p> <p>Must have personal integrity and ability to motivate and inspire others.</p>	<p>inspire others towards achieving desired goals</p> <p>Commitment to highest levels of service delivery.</p>	
<p>Specialist working conditions</p>	<p>Prepared to adopt a flexible approach as the workload demands.</p> <p>Occasional very early morning and/or evening meetings.</p>		<p>Application Form/Interview</p>

Our Values – 4Cs

GELs values set out what we stand for and how we will behave at work. They are the basis of how we will deliver our Vision of being recognised as one of the leading environmental services providers in West London and across the capital.

Customer comes first – remembering our purpose and doing the very best for the people we serve.

We achieve this by - being considerate, responsive and polite at all times and by being careful not to leave any mess.

We don't achieve this unless we treat our customers as we would like to be treated ourselves.

Collaboration – with workmates and others

We achieve this if we - act as one organisation or team, sharing information and knowledge, and if we support each other wherever we can

We don't achieve this if we - don't work as a team, ignore what others are doing or planning to do, or if we make decisions without involving other service users

Caring – about the health safety and welfare of our employees.

We achieve this when we – take responsibility for our own health, safety, welfare and wellbeing and also that of others. This includes being respectful and supportive towards colleagues, taking care to maintain a healthy work-life balance, and challenging behaviours that are inconsistent with the GEL Dignity at Work policy.

We don't achieve this if we – not serious enough about health, safety, welfare and wellbeing; are unsupportive; or if we don't have each other's' backs.

Committed – to delivering services, to innovation, tackling problems and finding better ways of working.

We achieve this when we – take the initiative to find or suggest better ways of working, listen to each other, and share good ideas.

We don't achieve this unless we – keep an open mind and accept there may be better ways to get the work done.



We know that we will only deliver our Vision through each of us pulling together, working within the spirit of our Values, to make GEL one of the leading environmental services providers in West London and across the capital.