**Job Specification Template – Finance Director**

The following sample Finance Director job description is designed to support your upcoming recruitment needs. This template can be tailored based on the responsibilities, requirements, and benefits of the role you are sourcing for.

Please refer to the comments for more advice on editing each section of the document.

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| **Finance Director**   |  |  | | --- | --- | | **Location** | City, Country | | **Job type** | Remote / Hybrid / On-site | | **Salary banding** | £XX,XXX - £XX,XXX |  |  |  | | --- | --- | | Job overview | Our company is a recognised leader in our field, driven by innovation and offering excellent opportunities for growth within our dynamic organisation.  We are seeking an exceptional Finance Director to set and implement the finance strategy, support operationally, and lead finance teams across the business.  As Finance Director, you will contribute significantly to the wider business strategy to drive growth and maximise profitability. Work closely with senior leadership, you will offer expertise to support current and future financial requirements of the business, ensuring compliance with financial regulations and corporate governance standards.  Leading finance teams across the business, you will ensure finance teams are high-performing and adaptable to business needs. You will be responsible for ensuring all financial management (including tax, audits, currency management, budgets and forecasts) is delivered effectively and in line with all statutory and business requirements.  Drawing on your financial expertise, you will identify areas for financial improvement across all areas of the business, including analysing and rolling out systems.  This is an excellent opportunity to drive the future of a fast-growing organisation. | | **Key responsibilities** | * Leadership and management of the finance team to ensure efficient, timely and accurate administration of all financial activities * Oversee all financial operations including cash flow management, annual budgeting, quarterly forecasting, monthly variance analyses and monthly reporting * Provide financial support, advice and partnership to senior managers across the organisation * Ensure that financial regulations, policies, and procedures are regularly reviewed, in line with best practice, and subsequently monitored for compliance * Provide financial support, advice and partnership to senior managers across the organisation * Develop, implement and maintain strong financial systems and controls across the business * Lead on monitoring and delivery of the strategic financial plans * Preparation and review of statutory returns to appropriate bodies * Manage and support the development of a high-performing team | | **The skills you’ll bring** | * Qualified Accountant, ACA/ACCA or CIMA Qualified (or equivalent) * Demonstrable track record in finance, with a minimum of 10 years experience * Proven experience in operational leadership within a financial setting * Strong financial management skills with the ability to offer support and advice * Engaging as a senior leader, with proven experience driving change, organisational growth and expansion * Track record of successfully managing, coaching and developing teams * Strong listening, verbal and written communication skills * Ability to negotiate, influence and manage key relationships with internal and external stakeholders * Analytic approach with high levels of accuracy * Highly organised, working effectively at pace and meeting multiple deadlines * IT literate with experience of new system implementation * High standards of personal integrity. | | **What sets our company apart** | Our company is dedicated to providing a diverse and inclusive work environment where every team member can thrive. We offer a comprehensive benefits package designed to support your overall well-being and professional growth, including:   * Opportunity to earn up to X% annual bonus * Car allowance (£X annually) * Competitive Pension Scheme = we’ll match your contributions up to X% * Flexible working hours * Life Assurance (X times salary) * X days' holiday + bank holidays * Income protection * Flexible benefits scheme, with perks to choose from (including retail discounts, season ticket loans, Cycle To Work Scheme). * Employee Assistance Programme   We are committed to creating a collaborative, dynamic working environment with significant career development opportunities. | | | |