

Head of Finance

[This example job spec/advert was compiled using the key Head of Finance responsibilities and skills we see most often requested/listed on the Juggle platform.]

While in our experience the general/macro requirements of the role are transferable across different sectors and company sizes, please read the text carefully, add your business-specific needs, and tailor the text to match the culture and values of your business.]

We need an experienced, process-driven Finance Director with strong leadership skills to join [type and rough size of your business]. Working alongside the CEO you will manage the finance function of the business, establishing robust controls and processes where none already exist and evaluating and improving those we have. You'll evangelise for better processes and help embed a culture that matches your values. You'll also become a key part of our forecasting and planning cycle, by providing detailed and insightful financial analysis that will help steer the short and long-term goals of the businesses.

This is an excellent opportunity for a confident and collaborative finance professional to transform the day-to-day financial operations of a rapidly-expanding business and steer the future of that business with keen insight and in-depth reporting.

Responsibilities

- Manage the full finance function of the business, and provide oversight of our HR and legal processes.

- Establish robust financial controls and an efficient Monthly Closing Process.
- Work closely with the CEO and COO, providing detailed and insightful financial analysis to drive the forecasting/planning cycle.
- Create effective reporting metrics and financial models.
- Develop and guide a talented team by creating and implementing best practices.
- Lead fundraising efforts and investor relations alongside the CEO.
- Provide financial analysis and reports to advise the MDs at board level and steer the company's long-term goals.

Background and skills

- You've got experience as a Head of Finance at an SME level, plus full accountancy qualifications.
- You have strong analytical reporting skills with advisory experience - you're comfortable both making sense of data and then explaining that sense to others.
- You're a hands-on and proactive individual who can also think and deliver strategically; used to being both a thinker and a do-er.
- You're strongly process-driven, dedicated to evaluating and improving processes.
- You've got the excellent communication skills (and the patience) needed to explain tricky or non-intuitive concepts.

Schedule, salary and benefits

[Include as much detail as you can on the flexible working arrangements/the flexible culture of the firm - especially if the stated hours are subject to negotiation - and as

much as you can about salary, stock options and benefits. The way you talk about these is a strong indicator of the culture of your business, so think hard about what you want to communicate and speak with enthusiasm.]