

Job Description

Position:	Chief Financial Officer
Reports to:	Executive Director
Responsible for:	Senior Accountant; 2 x Accountants; Accounts Assistant; Payroll Coordinator; Royalties Administrator.
Based:	London

Job purpose:

To lead and develop the Finance team in ensuring effective and efficient financial management procedures are in place for the IFRS Foundation which comply with all financial, statutory and regulatory requirements appropriate to our status as a private sector not-for-profit body; this involves working with leadership across the organisation and the Chair of the Trustees' Audit Finance & Risk Committee, external auditors and key stakeholders such as the European Commission.

Accountabilities:

Lead the Finance team to ensure the following are delivered:

Financial

- In conjunction with the Executive Director, Executive Technical Director, and line managers draft, develop and assess the business plan and 5-year forecast
- Prepare, agree and communicate the annual budget
- Prepare monthly reports on income, expenditure, variances, cashflow and management accounts, engaging with managers to review outcomes and subsequently produce forecasts
- Manage the EU grant application and subsequent EU audit requirements
- Lead the treasury/investment function
- Provide financial analysis and advice on the implications of Foundation strategies, practices and initiatives
- Develop business processes to improve efficiency and effectiveness

Compliance

- Prepare statutory Annual Accounts in GBP and USD
- Ensure compliance with UK and US Corporation Tax regulations
- Maintain UK, and outsourced overseas payrolls (US, France, Germany, Finland) and ensure compliance with relevant domestic national/state tax and social security requirements

- Complete other US State and Federal returns and reporting requirements (eg annual 990 submission)
- Maintain accounting records, including multi-currency cashbooks
- Ensure appropriate system of financial controls are in place, that risks are identified and that appropriate mitigating actions are in place
- Ensure necessary insurances are in place to meet UK and foreign regulatory requirements
- Ensure the continual development of financial systems, controls and processes that support the needs of the organisation
- Liaise with external auditors to plan year end audit and resolve other matters as they arise
- Keep need for internal audit and review mechanisms under regular review

Team management

- Lead, inspire, develop and guide a high performing Finance team
- Ensure team members are clear about their roles, responsibilities, objectives, key performance measures and work schedule
- Coach team members to support high performance, acting as a role model

Leadership

- Help deliver strong governance by providing support to the work of the Trustees' Audit Finance & Risk Committee, liaising with the Committee Chair to agree the agenda, produce supporting papers, and ensure all follow-up actions are completed
- Ensure the development of the financial policy framework, leading the development, updating and effective communication of relevant policies, processes and systems, as needed
- Liaise with external advisors, tax authorities, regulators and suppliers.
- Work closely with fellow members of the Operations Leadership Team to contribute to the overall management of the Foundation.

Person Specification

- Qualified accountant
- Degree or equivalent
- Experience of delivering statutory accounts essential
- Ability to lead a Finance function
- Demonstrable ability to coach and manage a Finance team
- Process focussed; methodical; attention to detail; proactive
- Experience of international environment essential, US preferred
- Ability to build relationships and communicate effectively
- Experience of managing change.