**Job Description**

**Head of Finance**

# The role

**Job Title:** Head Of Finance

**Location:** Various across Gloucestershire and West Oxfordshire

**Reporting to:** Finance Director

**Management responsibility:** Finance Business Partners and Finance Administration

**Salary:** £60,002- £64,188 per annum

**Contract terms and hours:** Permanent, Full Time 37 hour per week

# Job purpose

The Head of Finance plays a pivotal role in shaping and delivering Ubico’s financial strategy in close collaboration with the Finance Director. This role is responsible for leading the finance team to ensure robust financial planning, effective resource management, and transparent reporting. By driving financial insight and control, the Head of Finance supports the business in making informed decisions and maximising value across our partnerships.

# C:\Users\gareth.edmundson\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\ubico deliver quality logo 1.jpgOur values

# Key responsibilities

The postholder will:

* Deliver a high quality, robust financial reporting to partners and co-ordinate the delivery of the external audit and tax returns.
* Lead the development of the strategic planning, budget and forecasting process, encouraging a commercial approach & mind-set, looking for ways to create efficiencies & demonstrate value for money to our partners.
* Work with the Executive Leadership team to support the delivery of effective control and governance over the resources and assets of the business.
* Ensure cashflow is managed effectively.
* Lead and develop the finance business partners and finance administrators as a function to support the operational team’s delivery of contract performance.
* Support strategic initiatives and be an active member of the Senior Leadership Team
* Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation.
* Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation.
* Provide financial leadership to accelerate strategic commercial projects on behalf of the executive.
* Work closely with the Head of Operations to drive programs delivering value creation.

# People responsibilities

The Head of Finance will:

* Lead, develop, and grow a high-performing finance team, fostering a culture of collaboration, continuous improvement, and professional development.
* Lead a positive organisational culture that is focussed on providing high quality and efficient services and adheres to the highest health and safety and compliance standards.
* Maintain an inclusive culture that seeks to provide and promote opportunity to all.
* Lead by example, act as a positive role model and work to embed the Ubico values in all staff.

# Other responsibilities

* The role requires occasional evening or weekend work, for council meetings and special events.
* The role requires the ability to drive, including a full driving licence and use of a vehicle with appropriate insurance in place.
* The company’s head office is in Cheltenham, but the role requires regular travel across the company’s operating area, with mileage paid for additional travel.

# Qualifications

* Hold a recognised accounting qualification (ACA/ACCA/CIMA/CIPFA)

# Background and experience

* Proven experience in a senior finance leadership role within a large and complex organisation.
* Demonstrated success in building and leading high-performing finance teams.
* Track record of delivering efficiencies and process improvements across financial operations.
* Strong background in producing high-quality financial reporting and analysis to support strategic decision-making.
* Experience in driving financial performance and value creation across multiple business areas or partnerships.
* Skilled in implementing effective financial controls and governance frameworks.
* Adept at navigating complex financial environments and managing competing priorities with confidence and clarity.

**Skills and knowledge**

* Experience of having operated as a member of an executive or senior management team.
* Experience of providing advice, and influencing, multi-function teams.
* Experience of formulating and implementing strategies, policy and procedures
* Experience of managing contract finances & commercial tendering
* Experience of creating & leading strategic planning process
* Proactive team player with the ability to take complex financial data & translate it into a lay format & deliver with political sensitivity
* Ability to identify the financial implications of proposals that may not always be immediately apparent
* Ability to record and deal with data accurately and effectively
* Holds a valid driver’s licence and has use of a car with appropriate insurance to allow travel between locations as required.

**Personal qualities**

* Customer focused, responsive, and co-operative with partners and stakeholders.
* High level of judgement, tact, discretion and initiative.
* Excellent verbal, written and presentational skills; with the ability to engage a range of audiences and positively represent the company.
* Good interpersonal skills; works together with employees, colleagues and customers to resolve problems and implement change initiatives.
* Excellent organisational skills, able to prioritise and meet tight deadlines.

# What we offer

* A competitive salary.
* A high degree of flexible working.
* Generous holiday allowance of 26 days plus bank holiday increasing to 30 days after five years.
* Opportunities to grow within the company and shape our strategy.
* Employee discounts across major retailers and attractions, days out, restaurants and holidays.
* Access to our employee assistance programme which offers a confidential service for employees and their families 24 hours a day / seven days a week.