

The FD's Job Description

I'm often asked 'what does a Finance Director do?' which is a really good question!

Recently, a client asked me to provide a job description for the Finance Director role. So I looked out some of my old JDs and did a bit of research around the Internet and produced my best stab at it. I thought it might be useful to put this on my blog so if you've ever wondered what a Finance Director does you now have my take on it!

Summary

The role holder provides financial leadership to the group, overseeing all financial aspects of company strategy, leads the finance function and has ownership of the flow of regular financial and KPI information, analysis and commentary to the Managing Director, the Board and relevant external parties including banking partners and investors.

An exceptional accountant with 10+ years PQE who is hands-on with company finances but who is also commercially aware, advising on the best path of growth for the business. A prerequisite is excellent communication skills with all levels of staff.

Key Responsibilities:

The role holder will:

- Form a close working relationship with the Managing Director and other Senior Executives.
- Lead the Board's Finance and Accounting strategy to optimise the group's financial performance and strategic position.
- Take overall control of the company's accounting function
- Contribute fully to the development of company strategy across all areas of the business, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets and business drivers.
- Ensure that financial systems are robust, compliant and support current activities and future growth.
- Lead and develop the finance team.
- Work with the Senior Leadership Team to grow the business, formulating strategies and plans.
- Ensure corporate budgeting processes are carried out and reviewed.

- Take ultimate responsibility for the company cash management policies.
- Present annual accounts to investors.
- Ensure that the regulatory requirements of all statutory bodies are met.
- Manage company policies regarding capital requirements, debt, taxation, equity, disposals and acquisitions, as appropriate.
- Establish a high level of credibility and manage strong working relationships with external parties including banking partners, investors and advisors.

Knowledge, Skills, Experience and Qualifications required

- Qualified member of an accountancy body or holder of an equivalent qualification
- Commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels.
- Exceptional communication skills at all levels
- Strong IT skills, always being ahead of new technologies
- Ability to handle high levels of pressure and critical decision-making.
- High integrity and openness combined with commitment to good governance.
- Energetic and highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success.

I think that sums up the core elements of the Finance Director's role. What do you think? Have I missed anything vital? Do let me know.

Contact me, Chris Fry, to learn more about my experience and expertise and for an initial no-obligation discussion about the freelance finance director and business coaching services that I provide.

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