

## **Deeson Job Scorecard**

### **Finance Director (FD) (part-time)**

*To be accountable for the financial matters of the company.*

#### **Values**

Generosity - Ambition - Curiosity

#### **Accountabilities**

- 1. To be accountable for ensuring the company has effective budgets, reports and forecasts in place to support business planning and operational management**
  - a. To be responsible for the preparation of annual budgets in Xero / Futurli.
  - b. To provide effective in-year financial reports and forecasts to enable effective business decision making at board level.
  - c. To report to the monthly company board meeting on financial matters (face to face meeting at Kings Cross office, dates scheduled well in advance)
- 2. To be accountable for the timely and accurate production of month-end management financial reporting**
  - a. To ensure that we have an accurate and effective accrual accounting process in place.
  - b. To quality assure and validate the month-end accounts produced by the Finance and Operations Manager.
  - c. To instigate and undertake enquiries into month-end accounts to ensure the board fully understand the performance of the business and any unexpected variances can be explained.
- 3. To regularly review the financial aspects of the work of the Finance and Operations Manager**
  - a. To ensure financial processes delivered by the Finance and Operations Manager role (including payroll, purchase ledger, sales ledger, VAT, PAYE, fixed asset register and other transactional activities) are delivered accurately and on time.
  - b. To ensure the company prepares and submits a valid research and development (R&D) tax credits claim that maximises the benefits for the company

- c. To own and maximise value from the company's relationship with its appointed accountants (providing year-end accounts) and any other relevant specialist suppliers
- d. To support the professional development of the Finance and Operations Manager on accountancy issues ( AAT qualified and currently studying the operational level of CIMA. Company is funding this study as part of Hannah's professional development programme).

**4. To propose and undertake improvement projects agreed by the board to optimise the company's strategic and operational financial performance - for example:**

- a. To ensure financial processes are compliant and suitable for the company's current needs and goals for growth.
- b. To ensure the company implements an effective treasury management strategy
- c. To ensure that the regulatory requirements of all relevant financial bodies are met.
- d. To optimise the company's cost base through regular review, scrutiny and challenge of all overhead costs

**Notes:**

- We are proposing 2 days per month ongoing commitment, plus up to 2 extra days in the first month for familiarisation and initial onboarding
- The Finance and Operations Manager will continue to be line managed by the MD, but we want the FD to take responsibility for the quality of work on financial/accountancy matters
- Projects under section 4 will be scoped/agreed in advance, including extra budget for FD services where they can't be achieved within the regular monthly commitment