

CHIEF FINANCE OFFICER

Position Profile



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Welcome letter

This has been an unprecedented year for all of us. It coincides with a time of change for the profession, ICAS and our ambitious plan to actively transform the way we operate for and on behalf of our Members and Students.

Our vision is to be recognised and respected as a world leader in the future of finance, placing us at the forefront of the accountancy profession. Our overriding aspiration is to become an increasingly responsive and relevant member body, meeting our public-interest obligations whilst ensuring that the CA credential maintains its prominence and valued global reputation.

Underpinning this outlook is a new purpose: collaborating with Members, partners, and customers, we've taken an in-depth look at who we are and what we do, providing a renewed focus to our current work and future direction. This led us to make a series of important changes, including the completion of a two-year digital transformation programme, streamlining the organisation, and re-shaping our Leadership Team.

Covid-19 has expedited some of our plans and our immediate move to online teaching and exams has paved the way for our Learning Transformation programme that is currently underway.

We recognise that there's more to do, and with our Corporate Plan clearly setting out what we want to achieve, we are focussed on delivering value to our Members, Students and society.

Above all, ICAS belongs to its Members, which is why I believe that all CAs are on this journey together, creating an organisation that meets the needs of the profession and is fully prepared to embrace future challenges and opportunities.

J Bruce Cartwright CA
Chief Executive

To find out more about ICAS, click [here](#).



The organisation

As the global professional body for Chartered Accountants, ICAS' purpose is “inspiring trust and excellence in business and the finance profession”, focusing attention on our strategic intent “to learn, grow and advance together”. Our vision is for ICAS to be recognised and respected as a trusted leader in the finance and accountancy profession.

With strong ambitions for growth, our strategic initiatives are centered around four pillars:



Engaging the profession

We will promote a connected profession to ensure our Members and Students

succeed. We will continually improve our offering, ensuring we deliver high-quality support and services. Member engagement events, technical information updates and the content of our award-winning CA magazine will continue to adapt to meet market need.



World-class learning

The CA training programme is the cornerstone of the success of our organisation. It drives the

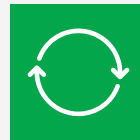
pipeline of future membership and it's the basis of our future growth. Embracing new technology to support the delivery of blended training will ensure we continue to offer Students a flexible, high-quality and globally respected qualification. Our future focus will be to promote the CA qualification in an increasingly competitive digital market and to grow our offering of high-quality, professional development and learning opportunities to Members.



Trusted by our stakeholders and society

We will continue to champion our constitutional public interest mandate and we'll work to grow trust both in ICAS and in the accountancy profession more generally. We'll work with governments, decision-makers and stakeholders to ensure that the trusted

voice of ICAS as an advocate and thought leader helps to shape the key issues that affect the profession and society, and an increasingly competitive digital market, and to grow our offering of high-quality, professional development and learning opportunities to Members.



Sustainable organisation

ICAS takes corporate social responsibility seriously. We have a constitutional mandate to

operate in the public interest. We are committed to sustainability, alert to our role in addressing climate change and committed to the UN's Sustainable Development Goals (UNSDG). We will report progress in our Annual Review against UN Goals: 3 (Good Health and Well-Being), 4 (Quality Education); 5 (Gender Equality); 8 (Decent Work and Economic Growth); 10 (Reduced Inequalities); 12 (Responsible Consumption and Production); 13 (Climate Action); 16 (Peace, Justice and Strong Institutions) and 17 (Partnerships to Deliver the UN Goals). We will review our physical estate, adopt a sustainable operating model and use digital service delivery and innovative, flexible mobile working solutions to reduce our carbon footprint.

Our values

Our values define who we are, how we behave, why we come to work and what we want to achieve.

- We're here for you, that's why we put our...
MEMBERS, STUDENTS and FIRMS FIRST
- We support and encourage each other to...
KEEP REACHING HIGHER
- We deliver more when we...
WORK AS ONE TEAM
- We're an industry leader, that's why we...
SET THE PACE

We've trained tens of thousands of CAs since we were formed by Royal Charter in 1854 and have an abundance of expertise that informs our unique syllabus, teaching materials and exams. The result is an advanced business and accountancy qualification, rich in heritage but focused firmly on future success.

All 23,000 of our qualified Members have earned that prestigious 'CA' designation of Chartered Accountant, while 3,000 Student Members are currently working towards the same goal.

The incredible effort required to become a Chartered Accountant is an experience that brings all our Members together, and we foster the bonds between them, because the value of ICAS lies in the sum of its parts, an international business community forged by connections spanning industries and continents, full of local heroes and leaders.

As an industry regulator and thought leader we consistently promote and protect that collective value, by overseeing our members and their firms, representing them in the UK and abroad – on a variety of issues in accountancy, finance and business – whilst always acting in the public interest. That adherence to public trust and business ethics is central to all our activities, from education to regulation, ensuring that, no matter the stage of their career or the country they're in, ICAS Members can always be proud to be a CA.



The opportunity

ICAS exists to meet the professional needs of its Members, Students and Firms. We are committed to doing this in an efficient, responsive and supportive way, and to maintaining the prestige of the CA qualification by growing the reputation of ICAS as a trusted, relevant and respected organisation on the world stage.

Job Title:

Chief Finance Officer

Reports to:

Chief Executive Officer, Bruce Cartwright

Location:

Edinburgh

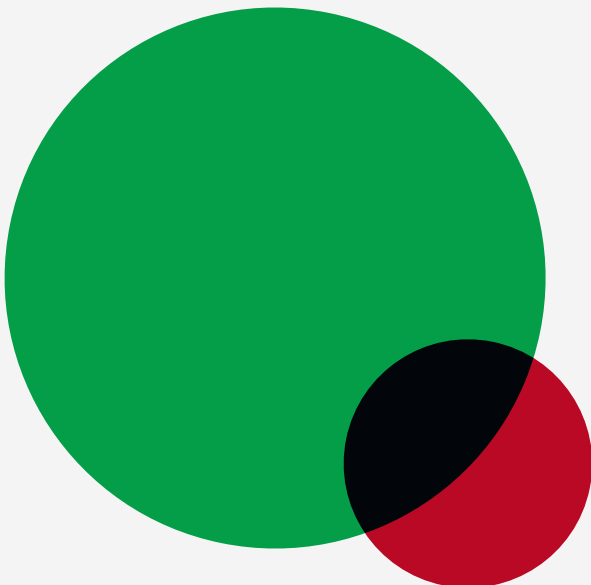
POSITION OVERVIEW

Reporting to the CEO, and as a member of the Executive Team, the CFO will provide expert advice and guidance on financial strategies, plans and opportunities to manage ICAS' financial affairs and deliver its strategic objectives.

Contribute fully to the development of ICAS 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.

Key priorities for the role include:

- Ensuring ICAS has sound resources, strong finances, and operates efficiently and sustainably to meet key business objectives.
- Directly supporting the strategic and corporate decision-making process through accurate and timely reporting of financial performance and meaningful management information to ICAS' Executive Team and Board.
- Providing ongoing advice, guidance and relevant financial reporting to the CEO, Board and Council in respect of all financial management matters, accompanying recommendations for growth and the efficient management of revenues.
- Driving the organisation's financial and commercial performance, delivering efficiencies through cost control and strong cash management and also ensuring compliance with all statutory and regulatory requirements.
- Ensuring a live and dynamic process of risk management at governance, strategic and operational levels ensuring both immediate and longer-term implications, opportunities and risks are fully considered and aligned with ICAS's strategy.
- Lead, review and shape the finance function, as appropriate, to ensure, at its heart, ICAS has a world class finance function.



PRINCIPAL ACCOUNTABILITIES

Strategic:

- Provide all necessary commercial and financial support and challenge to the CEO and Executive colleagues in the delivery of ICAS' objectives.
- Lead the annual financial planning process for ICAS, working with the CEO and Executive colleagues and ensuring appropriate integration with the ICAS business planning processes.
- Prepare the annual budget, agreeing it with the Executive Team and presenting to the Board and Council for approval.
- Support the CEO with the development, implementation and monitoring of ICAS' corporate strategy, including reporting and analysis of KPIs.

Commercial:

- Lead on commercial negotiations with Customers and Suppliers. In particular, supporting the Learning team as ICAS continues to transform its Learning Delivery model.
- Ensure robust governance of procurement and contract management across each of the business centres.
- Ensuring that ICAS has an optimal estate strategy.
- Drive efficiencies through cost control and strong cash management.

Financial & Non-Financial Reporting:

- Oversee the provision of robust monthly management accounting reporting to all business areas and projects as well as to the CEO and Board, ensuring the integrity of the numbers reported.
- Deliver strategic board reports (financial information, analysis and forecasts) on ICAS' financial performance to enable effective strategy delivery, encompassing both financial and non-financial considerations.
- Ensure ICAS effectively meets all its external reporting requirements in line with statutory guidelines, regulatory requirements and appropriate accounting standards (including IFRS).

- Take a lead role in ensuring all investment business cases and options appraisals are financially robust, based upon the best available evidence and include full financial risk assessments to inform decision making.
- Develop effective relationships with the Chairs of Audit and Risk Committee and Oversight Board and ensure the provision of timely, accurate and relevant financial information.
- Ensure the preparation of statutory accounts, narrative reports and any other reporting requirements which will need to include the forthcoming changes to accounting standards as a result of ISSB being established at COP 26.

Other:

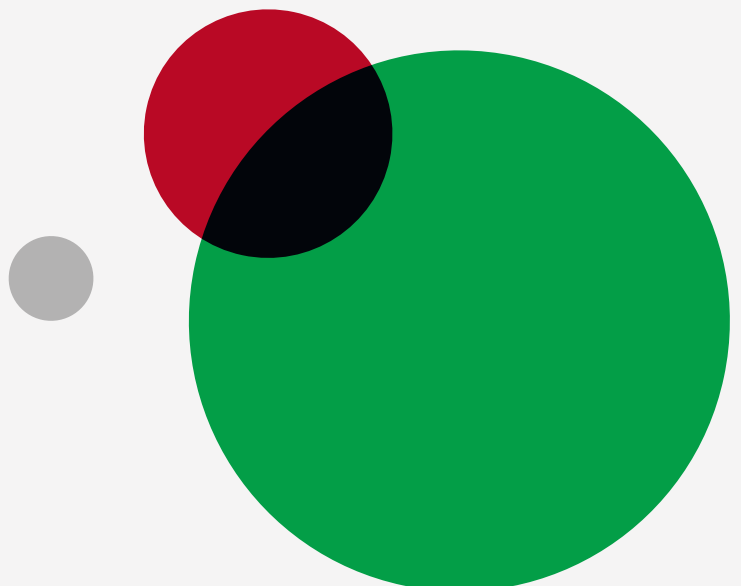
- Develop and lead a high performing team, responsible for the integrity of all ledgers and financial processes, ensuring effective financial systems are in place to meet both internal and external deadlines, and support delivery and partner across ICAS.
- Ongoing liaison with BD Pension Trustee Board to effectively manage the ongoing liability from an employer perspective.
- As the Executive Lead for ICAS' own approach to sustainability, work closely with the CEO and wider Sustainability Panel to develop and embed a net-zero strategy across the organisation, monitoring and reporting progress as appropriate, whilst also ensuring ICAS continue to play an active voice in decarbonising the Scottish economy.
- Develop ICAS thinking on our future business model, developing strategic partnerships and assessing return on investment.
- Work with the Head of Facilities to provide effective approach to facilities support, health and safety and asset management

Preferred candidate profile

A qualified Chartered Accountant, or equivalent, you will be an inspiring, commercial and solutions-focused leader with extensive strategic finance experience and a proven track record of achievement at board or executive level. An accomplished communicator, the successful candidate will also be able to build and maintain strong working relationships with a wide range of internal and external stakeholders.

SKILLS, EXPERIENCE AND KNOWLEDGE:

- Strong track record of effectively managing resources and budgets coupled with experience of successful long-term, strategic financial planning and delivering excellent value for money.
- Evidence of leading and managing both budgeting and reporting processes.
- Direct involvement in the robust assessment and evaluation of business cases, including the rigorous challenge of the ROI on strategic spend.
- A track record of demonstrable leadership and management including direct experience of building capacity and developing and leading a finance function that consistently delivers high standards and meets both internal and external deadlines.
- Experience in utilising technology, existing and emerging, to deliver performance improvements and efficiencies.
- Sound judgement and the ability to use both analysis and creativity in problem solving.
- Direct involvement in successfully driving change initiatives from inception through to conclusion.
- Previous experience of continuous improvement and developing and maintaining robust financial controls, systems, and procedures.
- Highly effective communication skills, with an ability to inspire and encourage debate on strategic issues with all stakeholders.
- Relevant experience of effectively partnering with the business in the achievement of its wider corporate objectives.
- Exceptional presentation and reporting skills at Board level coupled with the ability to deliver relevant reports and analysis succinctly and clearly.
- Direct knowledge and experience of IFRS is desirable but not essential.



PERSONAL ATTRIBUTES:

- Authentic leader skilled in building strong relationships and able to influence across a diverse range of stakeholders.
- Proven ability to view and articulate the bigger picture and vision for the future, actively building compelling strategies to achieve desired outcomes.
- Excellent communication, negotiation and influencing skills.
- A high degree of integrity and openness combined with a strong commitment to good governance.
- Significant personal drive and resilience.



Remuneration & recruitment process

A competitive salary and benefits package is offered.

First stage interviews will be conducted by our retained advisors, Livingston James.

The appointment process will consist of multiple interview stages as well as psychometric testing, which we will provide more detail on as we progress.

Applicants must be eligible to work in the UK.

Interested candidates should provide a tailored CV and cover letter to

douglasadam@livingstonjames.com

 Livingston James



Together we can

Achieve great things.

Imagine. Believe. Achieve.





Contact us

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