



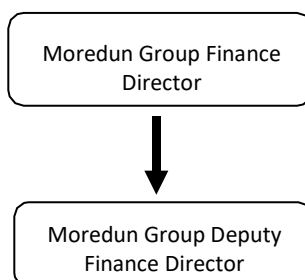
JOB DESCRIPTION

Job title: Moredun Group Deputy Finance Director

Pay Band 10

Department: Finance

Reporting Structure:



Staff reporting to postholder: 1 Finance Manager and 1 Finance Supervisor

Main purpose of job: Assist in directing all financial activities for The Moredun Group, including for The Moredun Foundation, Moredun Research Institute, Moredun Scientific Limited, Pentlands Science Park Limited, Wormvax Australia Pty Ltd and other non-trading companies.

Main duties of postholder:

- Working with the whole finance team, prepare consolidated and individual annual statutory and monthly management accounts to applicable legislative and financial reporting standards for the companies and charities of the Group.
- Working with the Group Finance Director, senior members of the finance team and other managers throughout the wider Group, provide annual budgets for the companies and charities of the Group.
- Meet internal and external audit requirements, including procurement and appointment of auditors, in conjunction with the Group Audit Committee.
- Contribute to strategic and business planning by working with members of the Senior Management Group, and through reporting and presenting at Board meetings for the main companies and charities of the Group.
- Work with the Director of MRI/Group CEO, the MD of Moredun Scientific and the other members of the Moredun Enterprise Team (MET) to generate new business opportunities for the Group, and to assess their financial viability.
- Service the Group Audit Committee including reporting, presenting and governance.

Main duties of postholder:
continued

Assist in directing, managing and developing the Finance Team to ensure financial stability and an effective and compliant operating environment.

Oversee all payroll and pension related activities and compliance with tax/VAT and other statutory regulations.

Overseeing the drive for constant improvement in internal controls within the financial and procurement systems to ensure accurate, efficient, and robust financial systems are in place, and develop a strong culture of financial compliance throughout the Group.

Assist in treasury management and managing the administration of the investment portfolios to maximise returns and balance risk profiles.

Assist in the management of group banking relationships.

Assist the Group Finance Director in Company Secretarial duties within all the group companies to ensure compliance with company and charity law obligations.

Participation in knowledge exchange/training of staff relating to financial matters.

Develop a strong professional network including liaising with professional advisors and representing the organisation where required.

Deputise for the Group Finance Director as required.

PERSON SPECIFICATION

	Essential	Desirable
Attainments:	Chartered accountant (ICAS/ICAEW or equivalent) with university degree	
Experience:	Finance management, including company and charity regulations, and practical experience of charity and commercial company accounts preparation	Practical experience of preparing consolidated accounts
	Leading a team of staff and their activities	
	IT in Microsoft Office Packages – advanced Excel, Word, PowerPoint and Outlook, and financial software	Sage 200 Forecast 5 budgeting software (or similar)
Skills:	<p>Communication - excellent interpersonal and communication skills when dealing with a wide range of managers, staff and other contacts.</p> <p>Ability to communicate verbally with strong presentation skills.</p> <p>Ability to produce written financial report.</p> <p>Able to represent the organisation at external business events as required.</p>	

	Essential	Desirable
Skills: continued	<p>Managing relationships – ability to deal with a wide range of people with tact and diplomacy.</p> <p>Able to build and maintain effective working relationships with a range of people.</p>	
	<p>Team working - ability to work flexibly and effectively as part of the team.</p>	
	<p>Confidentiality – awareness of the importance of confidentiality.</p>	
	<p>Resilience - strong ability to work with ambiguity and constantly changing set of circumstances and issues.</p> <p>Ability to remain calm under pressure.</p>	
	<p>Planning and organisation - able to work on own initiative, prioritise, plan activities within resources and to meet deadlines.</p>	
	<p>Decision making – able to take independent action where necessary in line with policies and procedures</p> <p>Ability to make decisions in consultation with the Group Finance Director as appropriate.</p> <p>Ability to think on feet.</p>	
	<p>Flexibility – ability to adapt and work effectively with a variety of situations, individuals or groups.</p> <p>Able to understand and appreciate different and opposing perspectives on an issue and to adapt an approach as the situation changes.</p>	
Other skills (please specify)	<p>Working knowledge of consolidation principles</p> <p>Strong budgeting skills</p> <p>Practical knowledge of FRS102 and the Charities SORP</p> <p>An understanding of governance and compliance best practice</p>	