

JOB DESCRIPTION	
Job title	Director of Finance
Job description last updated	December 2025
Reporting to	Chief Executive
Direct report/s	Bookkeeper (0.6 FTE)
Department	Finance
Other key relationships	<ul style="list-style-type: none"> <li>- Senior Management Team ('SMT')</li> <li>- Board of Directors</li> <li>- External accountants and payroll providers</li> </ul>
Hours	28 hours per week (0.8 FTE)
Contract	Permanent
Salary	£55k - £65k pro-rata, depending on experience
Location	Hybrid - minimum 2 days per week (including Tuesdays) working from Creative United's offices in Central London

#### Purpose of role:

- To provide strong and effective strategic leadership across all finance related aspects of the business.
- To lead on the management and development of Creative United's financial management systems and processes, including treasury functions.
- To work as part of the Senior Management Team to ensure that appropriate resource allocation and financial management considerations are taken into account in the business planning process
- Working closely with the Chief Executive, to play a key role in the evolution and implementation of our business growth strategy, and in particular the assessment and management of risk
- To be responsible for the development of robust systems and processes for the accurate and effective reporting of financial data relating to our programme activities
- To support Creative United's relationship management with its key funders and stakeholders
- To be responsible for statutory and management reporting, ensuring information is presented in an accessible way whilst being accurate, timely and relevant.
- To oversee the day-to-day financial administration of the business
- To be responsible for compliance with all regulatory matters pertaining to finance, including tax and VAT.
- To be responsible for overseeing company policies and compliance with all regulatory matters pertaining to GDPR, including acting as the Company's 'Data Protection Officer'

**Key objectives:**

- To establish and maintain compliant and robust standards of financial reporting, analysis and forecasting to support the effective management and performance of the business.
- To lead on the preparation and publication of the Company's statutory accounts and associated filing.
- To ensure that Creative United meets its obligations to all relevant regulatory bodies and tax authorities.
- To deliver continuous business improvement through effective relationship management with staff and key service providers.
- To support and inform the development and delivery of new programmes and initiatives to help the business grow and achieve its objectives, in particular with regard to developing excellent and robust financial management and reporting systems.
- To provide commercial and financial analysis with recommendations, for example to support the successful implementation of new programmes and initiatives.

**Main responsibilities:****Strategic Leadership and Management**

- Preparing and presenting financial reports at Board and Senior Management Team meetings.
- To support the Company's business development goals and objectives by providing strategic insight on areas such as resource planning, risk assessment and infrastructure requirements, working to the briefs set by the Chief Executive.
- To play an active role in the business planning process including assessing the feasibility of new programmes and income streams.

**Financial**

- To oversee the day-to-day financial administration of the business including bookkeeping, credit control, payment processing and other associated duties.
- To ensure that appropriate financial protocols and processes are in place for the secure and effective management of all company bank accounts, payment facilities, credit cards and staff expense accounts.
- To be responsible for cashflow and treasury management to ensure that the Company is maximising the value of its cash reserves through effective use of deposit and savings accounts.
- To be responsible for managing payroll and monthly contributions to the Group Pension Plan and PAYE

- To be responsible for ensuring that quarterly VAT returns are prepared and submitted ahead of reporting deadlines.
- Acting as senior financial controller and primary contact for auditors and statutory bodies.
- To present management accounts, financial forecasts and business planning documents for the Board and other working groups, as required
- To provide support and advice to budget holders within the company to set and monitor departmental budgets
- Developing financial models for new services and activities.
- Taking an active role in ensuring the financial systems and software solutions in use by the Company remain up to date and fit for purpose.
- Supply of timely, reliable financial and management information including management accounts, key performance indicators, insightful commentary on performance and forecasts, and identification of opportunities for improving financial performance

#### **Operations**

- Support the CEO with the retendering processes for key service/supplier contracts – e.g. Credit Providers, IT services, office lease, phone systems etc
- Ensuring compliance across the organisation with financial procedures and protocols (e.g. expense claims, authorisation of invoices for payment, etc)
- Line management of Bookkeeper and active participation in monthly Senior Management Team meetings.

#### **General responsibilities**

- To support the Chief Executive with conducting robust risk assessments for this business identifying the key threats to the business achieving its aims.
- To undertake any other tasks that might reasonably be required from the Chair or Chief Executive to support the effective management growth and development of the business as a whole.

### **Person Specification**

<b>Competencies Required</b>	<b>Essential</b>	<b>Desirable</b>
Skills and understanding	<ul style="list-style-type: none"> <li>• ACA, ACCA, or CIMA qualified <i>(please note we may also consider part-qualified candidates who can demonstrate that they are</i></li> </ul>	<ul style="list-style-type: none"> <li>• Development and use of Customer Relationship Management software systems and processes</li> </ul>

	<p><i>qualified through significant experience in a similar role).</i></p> <ul style="list-style-type: none"> <li>• Senior level experience within the finance and operations functions of a small business or not-for-profit organisation</li> <li>• Highly proficient in finance and business systems including accountancy software (Xero), Microsoft Office packages and experience as a system super user or administrator.</li> <li>• Excellent problem solving and analytical skills with high attention to detail.</li> </ul>	<p>within a small business setting</p>
Previous experience	<ul style="list-style-type: none"> <li>• At least 5 years' experience at Senior Management Level.</li> <li>• Line management experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with a board of directors.</li> <li>• Experience of working in or with organisations that are involved in the arts, cultural or creative industries.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Able to commit to a minimum of 2 days per week working in Creative United's central London office</li> <li>• Willingness to travel and to undertake occasional evening and weekend hours required (for which time off in lieu will be provided)</li> </ul>	

<b>Key attributes</b> <ul style="list-style-type: none"> <li>• Strategic thinker with an ability to recognise and deliver on opportunities for business growth and improvement.</li> <li>• Collaborative and committed to building and maintaining strong relationships with colleagues and external stakeholders.</li> <li>• Able to influence others using analytical skills and thinking to make recommendations and win the support of colleagues.</li> <li>• Detail orientated with a strong grasp of statistical and financial data and an ability to communicate these in a manner that can be easily understood by others.</li> <li>• Solutions focused and adaptable to change</li> <li>• Excellent communication and active listening skills.</li> </ul>		
<b>Organisation Values</b> <p>Creative United looks to all its team members to demonstrate how they uphold the organisations values in their work. Creative United's values are:</p> <p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• All members of the team carry out their responsibilities in an open, honest and transparent way and uphold this value in all their dealings with each other.</li> </ul> <p><b>Creativity</b></p> <ul style="list-style-type: none"> <li>• We think creatively as a team and to create an environment where individuals have confidence to put new ideas forward to address challenges and move the business forward.</li> </ul> <p><b>Entrepreneurial Thinking</b></p> <ul style="list-style-type: none"> <li>• We are a dynamic, evolving organisation that works both within not-for-profit and commercial sectors and our workforce reflects this in their drive to bring new products and services to market that deliver both social and financial returns.</li> </ul> <p><b>Inclusivity</b></p> <ul style="list-style-type: none"> <li>• We believe that everyone should have the ability to engage with arts and creativity. Our team is therefore approachable, accommodating and understanding of the needs and circumstances of others and treat all customers, colleagues and stakeholders with respect.</li> </ul> <p><b>Innovation</b></p> <ul style="list-style-type: none"> <li>• The organisation does not stand still and neither do our team. Everyone at Creative United is always on the lookout for new ways of working and opportunities to make what we do bigger and better.</li> </ul>		

**Accountability**

- Everyone at Creative United has ownership over what they do and is accountable for both the successes and learning opportunities from their work. We also expect that everyone will celebrate and support the achievements of their colleagues.

**Equal Opportunities**

Creative United is committed to diversity and inclusion in its recruitment and employment practices and policies. Our mission is to create an inclusive and diverse team of people, whose differences are our strength.

If you would like to discuss any accessibility requirements for the recruitment process for this or any other role at Creative United please contact us on [recruitment@creativeunited.org.uk](mailto:recruitment@creativeunited.org.uk) and we will be happy to discuss your needs.