

Role Profile

Position Title	Chief Financial Officer
Position Code	[NPOPS42]
Directorate	Finance
Reports to (Position)	Chief Executive Officer
Role type	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Secondment <input type="checkbox"/> Contract
Contract Term	N/a
Line Manager	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Grade	TBC
Working hours	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time FTE:
Location	2 Thomas More Square, London E1W 1YN. Reasonable travel.
Context of the Role	<p>The CFO and team will have primary responsibility for planning, implementing, managing and controlling all financial-related activities of the Company. This will include direct responsibility for accounting, finance, forecasting, strategic planning and treasury.</p> <p>The role is also responsible for the development and monitoring of controls systems designed to preserve the company assets and report accurate financial results.</p> <p>The Finance Directorate will work with the various directorates to ensure that the organisation delivers value for money.</p> <p>The CFO also has responsibility for the Corporate Governance team.</p>
Role Dimensions	Permanent Workforce: circa 250- 300 Contractor Workforce: circa 50-100 Budget Holder: Finance Budget: TBC Direct/ Indirect Reports: 4/ 10 Systems Owner: SAP Concur, TM1 Supplier management: External Auditors BDO
Summary of Role	The role is a member of Executive Management (ExCo) and reports to the Chief

	<p>Executive Officer.</p> <ul style="list-style-type: none"> • Engage effectively with the leadership of the organisation including the Board and ExCo and set the finance strategy for Pay.UK regarding current operations and into the future as we transition to the NPA. • Act as business partner to the CEO and as a key leader in the business. • Lead in developing commercial and financial awareness and capability across Pay.UK. • Develop and deliver funding plan to support delivery of Pay.UK strategy. • Develop finance team to lead business partnering across Pay.UK, underpinned by efficient and effective financial controls and risk management. • Manage business planning processes to ensure resilient delivery of services and execution of strategy. • Lead governance for Pay.UK, ensuring sound governance practices to support a lean agile organisation.
<p>Key Accountabilities</p>	<ul style="list-style-type: none"> • Actively lead and set the strategic direction of the Finance and Governance functions. • Provide financial leadership to Pay.UK and supports the board and Executive Management Team in setting and reaching its corporate objectives. Demonstrate strategic thinking, influencing at board level. • Act as the architect and guardian of a financial plan and funding model to meet the needs of Pay.UK. • Acts as a subject matter expert, advising on the best path of secure financial development for Pay.UK. • Manage and develop Pay.UK's financial risk framework. • Oversee and ensure Company compliance with applicable legislation and regulations. • Lead development of tax strategy, planning and compliance. • Accounts Receivable: tracks revenue from per-clicks and other revenue generating activities, submits invoices, manages re-payments and collects payment.

	<ul style="list-style-type: none"> • Expenses: ensures Pay.UK colleagues are paid on time and proactively completes research to minimise areas of high spend. • Management Accounting: creates financial reporting (Month End and Year End); monitors internal controls and perform variance analysis. • Tax Services: liaises with tax consultants for direct and indirect tax accounting. • Establish strong stakeholder relationships both internally with colleagues and the immediate team along with external stakeholders including customers, banks, regulators, professional advisors and auditors. • Demonstrates Pay.UK’s values in all aspects of work and behaviour and encouraging staff to behave in this way through leading by example. • Acts as an ambassador for Pay.UK both internally and externally motivating colleagues both in the mission and strategic direction of Pay.UK. <p>Other obligations:</p> <ul style="list-style-type: none"> • Ensure compliance with all Pay.UK policies and procedures and complete required compliance training in a timely manner. • Comply with Pay.UK’s Data Protection Policy and all associated procedures and processes and communicate any data protection risks to the Data Protection team without delay. • Promote diversity and inclusion across Pay.UK to build a workforce that reflects the users we serve and provides equal opportunity for all colleagues.
Behaviours	Aligned with Pay.UK Values
Internal and External Interactions	<ul style="list-style-type: none"> • CEO, Exco, Pay.UK Board • Pay.UK Directorates • Customers/Participants and solution providers forming part of the payments ecosystem • External auditors and professional advisors

	<ul style="list-style-type: none"> Regulatory stakeholders
Qualifications and Experience	<ul style="list-style-type: none"> Chartered accountant or equivalent with significant experience in financial service or related industry. Significantly experience as a CFO/Finance Director in a regulated, technology-driven environment, preferably in the Payments/Financial Services sector. Substantial and proven experience leading significant and diverse teams.
Core Skills and Competences	<ul style="list-style-type: none"> Commercially astute, articulate, dynamic, insightful and an influential leader with ability to operate both strategically and at an operational level. Strong communication skills, including an ability to manage difficult discussions with peers. Strong understanding of technology in financial services. Ability to handle pressure and critical decision making. Highly motivated, with an enquiring mind and passion for excellence. Innovative in pursuit of business growth and success. Results-oriented, strategic thinker and planner paired with agile decision making and prioritisation capabilities.

Version Control

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