

Head of Finance Job Description

Job Brief:

_____(Company name) is looking for a Head of Finance to oversee our financial operations and guide financial strategy. The ideal candidate will bring a combination of financial expertise, leadership skills, and strategic thinking to the role, driving financial planning, risk management, and reporting. You will be responsible for ensuring financial health and sustainability, aligning financial management with overall business objectives, and leading the finance team towards achieving operational excellence. If you are a visionary leader with a proven track record in financial management and are ready to play a critical role in our company's success, we encourage you to apply.

About the team:

As the Head of Finance, you will lead our dedicated finance team, which is responsible for all financial functions of the company, including accounting, treasury, forecasting, budgeting, and financial reporting. Our team values transparency, integrity, and collaboration, working closely with other departments to support the company's strategic goals.

About the Company:

Add information about your Company: specialization and expertise, office locations, team values, social media links, etc.

[Company Name] has established itself as a key player in [Industry/Field] since its inception in [Year]. With a commitment to innovation, quality, and customer satisfaction, we have achieved sustained growth and are poised for further expansion. Our company culture emphasizes employee development, ethical business practices, and a commitment to contributing positively to our community and environment.

Our offices are located in _____ (Country \City information).

We care greatly about our team and provide the best working and recreation conditions in order to boost friendly relations and create an environment that ensures peak performance.

Follow us on: _____ (social media links).

Any additional internal information will help the candidate to become more familiar with your corporate culture and will help you to select a better fit even before applying!

Requirements:

- Bachelor's degree in Accounting, Finance, or relevant field; a Master's degree or professional certification (e.g., CPA or CFA) is preferred.
- Proven experience in a senior financial managerial position with a track record of success.
- Strong understanding of corporate financial law and risk management practices.
- Excellent knowledge of data analysis and forecasting methods.

- Proficient in the use of MS Office and financial management software (e.g., SAP).
- An analytical mind with a strategic ability.
- Excellent organizational and leadership skills.
- Outstanding communication and interpersonal abilities.

Responsibilities:

- Drive the financial planning of the company by analyzing its performance and risks.
- Retain constant awareness of the company's financial position and act to prevent problems.
- Set up and oversee the company's finance IT system.
- Set targets for and supervise all accounting and finance personnel (management accountants, internal auditors, etc.).
- Oversee all audit and internal control operations.
- Develop the corporate fundraising strategy and manage relationships with partners and investors.
- Prepare timely and detailed reports on financial performance on a quarterly and annual basis.
- Conduct analysis to make forecasts and report to upper executives.
- Ensure adherence to financial laws and guidelines.

Social package and benefits

- Competitive compensation with regular performance reviews;
- ____ compensated vacation days during the calendar year;
- ____ compensated sick leave days during the year;
- Add additional special benefits provided by your Company (insurance \ education coverage \ sports \ etc.);
- Add type of cooperation and employment: employment \ contractor \ etc.;
- Add working hours for the role;
- Add working type for the role: onsite \ hybrid \ remote.

Interview stages for the role

- Introduction screening - (Google Meet \ Zoom call 30–60 mins)
- Professional interview with - (Google Meet \ Zoom call 60-90 mins)
- Managerial interview - (Google Meet \ Zoom call 30–60 mins)
- Test task (optional)
- Feedback
- Job offer.

CV processing information block

Thank you for your application and your interest in our vacancy. If we have not contacted you within a week it means at the moment you are not qualified for this vacancy. Nevertheless, we will save your CV in our database and will contact you when we open a relevant vacancy for your qualifications.

Data processing agreement block

By sending us your CV, you agree to the collection, storage, and processing of your personal data in accordance with _____ (Company name) Privacy Policy and the General Data Protection Regulation (GDPR). We may use your personal information, including your name,

contact details, employment and business history, education, and other relevant information contained in your CV, to evaluate your job application and to contact you regarding job opportunities that match your skills and experience. We will not use your personal information for any other purpose without your explicit consent.

Notes

Take into account different types of roles related to Director of Finance:

Director of Finance and Accounting job description: Begin by outlining the comprehensive responsibilities of overseeing the finance and accounting departments. Highlight the role's importance in financial planning, management of financial risks, record-keeping, and financial reporting. Stress the director's leadership in developing and implementing financial strategies, policies, and practices that support the organization's overall business goals.

Director of Finance and Administration job description: Expand the scope to include overseeing administrative functions in addition to financial responsibilities. Detail the director's role in managing company finances, budgeting, forecasting, and reporting, alongside ensuring the smooth operation of administrative and HR-related activities. Emphasize the need for a strategic approach to finance and administration that supports operational efficiency and organizational growth.

In crafting the job description for a Director of Finance, whether focused solely on finance and accounting or including administrative duties, it's crucial to convey the strategic leadership role this position holds. The description should clearly outline the qualifications required, such as extensive experience in financial management, a strong background in accounting, and proficiency in financial software. Additionally, mention the importance of excellent analytical, decision-making, and communication skills, as well as the ability to lead and manage teams effectively. Highlighting the director's role in guiding financial decisions, ensuring compliance with financial regulations, and contributing to the executive management team will attract candidates capable of driving the organization's financial health and operational success.