



JOB DESCRIPTION

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| Job Title: | Finance & Operations Director |
| Team: | Finance & Operations |
| Classification: | Director |
| Reports to: | Chief Executive |
| Classification of Line Manager: | C-suite |
| Number of Direct Reports: | 4: Head of HR, Head of Finance and Procurement, Head/Snr Manager of Project Services |
| Location: | Hybrid (West Midlands-based) |

Job Purpose

This role is part of the Leadership Team which sets the strategic and operational direction of the Company.

The jobholder is responsible for overseeing and optimising the organisation's core operational functions. This role drives strategic initiatives across Finance, Procurement, Human Resources, Information Technology, Project Services, and Operational Delivery to ensure alignment with the company's objectives.

Key Responsibilities

• **Leadership & Strategy (70%)**

- Serve as a strategic advisor to the CEO, Deputy CEO and Board on operational matters, helping to shape strategy and support delivery of a change programme.
- Foster a collaborative, high-performance executive culture.
- Identify and act on emerging trends, threats, and opportunities to keep the organisation future ready.
- Build strategic partnerships with key stakeholders and represent the organisation externally as needed.
- Engage with key stakeholders, including parent authorities and partners, to develop and agree a sustainable long-term funding models as necessary for the future EDV

In addition – Operational delivery (30%)

1. Finance

- Oversee financial planning, budgeting, forecasting, and reporting processes.
- Monitor cash flow to ensure financial health.
- Collaborate with Head of Finance and Procurement on compliance and auditing functions, and Senior Project Manager on Risk.
- Support strategic investment decisions, cost control initiatives, and growth strategies.
- Lead a comprehensive funding strategy

2. Risk and Governance

- Oversee a comprehensive risk management framework which identify, assess, and monitor



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financial, operational, reputational, and strategic risks.

- Develop risk mitigation strategies, including insurance, hedging, contingency planning, and crisis response.
- Establish, maintain, and regularly review internal controls to safeguard assets and ensure integrity of financial reporting.
- Advise the Board and Audit & Risk Committees on emerging risks, compliance obligations, and governance best practices.
- Foster a culture of accountability, transparency, and ethical decision-making across the organisation.
- Ensure the organisation complies with statutory, regulatory, and contractual obligations.

3. Procurement

- Oversee procurement strategy, supplier negotiations, and contract management.
- Establish and monitor policies that ensure cost-effectiveness, transparency, and quality.
- Drive efficiencies and sustainability in procurement practices.

4. Human Resources

- Define workforce strategies including talent acquisition, development, and retention.
- Champion organisational culture, diversity, and performance management.
- Ensure compliance with employment legislation and alignment with strategic business goals.

5. Information Technology

- Direct IT strategy to support digital innovation, cybersecurity, and infrastructure resilience, in particular advanced analytics and AI development to deliver data insight and decision support.
- Lead initiatives in data governance, analytics, and automation as necessary.

6. Project Services

- Supervise project delivery frameworks and the governance of project portfolios.
- Ensure alignment of project outcomes with business priorities and financial targets.
- Drive continuous improvement in project methodologies and resource utilisation.
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7. Operations

- Streamline core operational processes to maximise efficiency and scalability.
- Coordinate cross-functional teams to foster agile decision-making and continuous improvement.
- Develop contingency plans and operational risk management strategies.



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Key Skills and Competency Requirements

Essential:

- Fully qualified accountant, with at least five years post qualification experience
- Extensive leadership experience, able to set motivational priorities and develop staff in delivering a high standard of work
- Experience of strategic and business planning, and delivering sound financial plans
- Ability to work effectively with senior management colleagues
- Experience in managing stakeholder relationships (internal and external)
- Effective communication, interpersonal and influencing skills
- Strong attention to detail and analytical skills
- Able to prioritise oneself and the team to ensure deadlines are adhered to
- Budgetary leadership and ability to evidence value for money

Desirable:

- Post qualification development such as MBA
- Knowledge of the West Midlands region
- Knowledge of economic development and inward investment
- Understanding of working within public sector or a Teckal environment

Our people and our offices

The West Midlands is an exciting, vibrant and diverse region and West Midlands Growth Company aims to reflect this in all that we do. Our objective is that our work, services and employs practices that will promote a positive impression of the region, and we will take every step to minimise or eliminate outdated preconceptions and stereotypes.

West Midlands Growth Company whole-heartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, disability, age, religious belief, sexual orientation or marital status.

We believe that it is in the company's best interests of all those who work in it to attract, retain and develop a diverse pool of talent. We therefore seek to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise. We believe it is essential to the company's success to enable employees of all backgrounds to reach their full potential by encouraging a working environment that is inclusive to all.

To this end and within the framework of the law we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate.



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Our Values

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| Trust – Trusted Delivery Partners | We do what we say we are going to do, collaborating with our stakeholders to deliver and achieve regional outcomes, leading the way for economic development using our knowledge and expertise. |
| Respect – Opinions Matter | We believe everyone has the right to be listened to and be heard. We appreciate the impact of our actions and behave accordingly |
| Leadership – We lead by example | We lead by example, that means as an external ambassador to the business, and internally to our workforce. We embrace innovation and creativity, empowering our teams to deliver quality transformative outcomes. |
| Wellbeing – Health, growth and inclusivity | We support and promote wellbeing of everyone. We want to be an inclusive and engaged workforce, where everyone has a clear sense of purpose and courage. We encourage everyone to thrive in a way that makes them successful, resilient, healthy and happy, developing a growth mindset. |

Prepared by

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| Pip Abercromby | Date: 18/08/2025 |
| | Job Title: Finance and Commercial Director |