

Job Description

Job Title:	Head of Finance
Job Level:	2
Reports To:	Finance Director
Role Profile dated:	October 2026

This role profile consists of two sections:

1. The **Job Specification** sets out the purpose, business outcomes and key responsibilities.
2. The **Person Specification** sets out the qualifications, experience and behaviour expectations.

Job Specification

Role Purpose:

To support the Finance Director by leading the Finance team and providing high quality financial leadership, control and insight across ECITB. Ensure robust financial management, statutory and management reporting, planning and forecasting, while influencing effectively at senior levels across the organisation. Deputise for the Finance Director as required and lead the continued development of the finance team to strengthen its effectiveness.

Business Outcomes:

To be successful in this role the post holder must:

1. Lead a high performing Finance function, ensuring clear accountability across financial operations, reporting, planning and business partnering, and developing the capability of the team.
2. Provide assurance that ECITB financial reporting, planning, statutory obligations and financial controls are delivered to a high standard, with key issues, risks and decisions escalated appropriately.
3. Provide senior financial leadership to the organisation, influencing strategic and operational decisions and ensuring resources are aligned to organisational priorities.
4. Set the direction for a modern, efficient Finance function, sponsoring lean improvement, automation and the responsible adoption of AI while ensuring appropriate governance and control.

Key Responsibilities:

1. Hold overall accountability for the quality, integrity and timely delivery of ECITB financial reporting, statutory accounts and financial planning.
2. Maintain senior relationships with internal and external stakeholders, and other key external parties, providing escalation and leadership where required.
3. Set the overall approach to budgeting, forecasting, cash and balance sheet management and longer term financial planning, ensuring the organisation has a coherent view of financial performance, sustainability, risks and opportunities.
4. Own the overall financial control and governance framework, ensuring policies, systems and controls remain proportionate and effective and that significant financial risks or control issues are identified, challenged and escalated appropriately.
5. Act as the senior finance adviser to the Finance Director, SLT, Board and Audit and Risk Committee, providing concise insight, advice and constructive challenge.
6. Set and sponsor the Finance transformation and continuous-improvement agenda, using lean principles to simplify and standardise activity and overseeing appropriate adoption of automation and AI to improve efficiency, insight and control.
7. Lead Board and senior level financial reporting and communication. Influence senior stakeholders and provide financial leadership to significant organisational projects, investment decisions and change.
8. Work with internal stakeholders to identify and support new revenue opportunities, providing financial insight, challenge and assurance to help assess opportunities and support sustainable growth.
9. Support the Finance Director and wider organisation in assessing and implementing ongoing recommendations ensuring financial implications, risks, opportunities and required actions are understood and followed through.
10. Other responsibilities as may reasonably be assigned to you.

Role Parameters:

- Line management responsibility for the Finance team.
- Home-based with some travel to different UK locations.
- Budget management responsibilities.
- This role requires a Basic DBS check to be made before employment can start.

Person Specification

Experience & Qualifications

1. Full professional accounting qualification and current membership of ACA, ACCA, CIMA or equivalent, with at least five years relevant post-qualification experience.
2. Proven experience of successfully leading, managing and developing a finance team, including setting priorities, building capability and delivering through others.

3. Strong breadth of experience across management reporting, financial planning, statutory reporting and financial control, with the ability to review outputs critically and provide appropriate assurance.
4. Demonstrable experience of producing and presenting high-quality financial information for senior leadership, Board and/or committee audiences, with the confidence to deputise for the Finance Director.
5. Proven ability to influence, advise and constructively challenge senior stakeholders, translating complex financial information into clear business implications and recommendations.
6. Experience of leading finance transformation and process improvement, ideally using lean principles, automation and digital tools. Able to set direction for the responsible adoption of AI in Finance, balancing opportunity with governance, risk and control.
7. Strong analytical and commercial skills, high professional judgement and integrity, and the ability to influence effectively at senior levels.
8. Ability to articulate complex issues succinctly, prioritise competing workloads and maintain focus on ECITB priorities.
9. Strong systems and spreadsheet capability; experience of improving finance systems and reporting tools is desirable.