

Post title:	Finance Director
Reports to:	This is a shared position across two companies and therefore the postholder will report to both the Managing Director, Blackpool Entertainment Company Ltd and the Managing Director, Blackpool Operating Company Ltd as well as being accountable to both company Boards. The role will also have a professional link to the Chief Finance Officer of the Council (shareholder of both companies).

Introduction
<p>Blackpool Entertainment Company Ltd and Blackpool Operating Company Ltd are both wholly owned companies of Blackpool Council within a larger company group.</p> <p>The Finance Director is a pivotal person within the Executive Teams of both of these companies that form part of the Council's leisure assets portfolio. The ultimate goal of this new role is to provide strategic financial oversight of the two companies at a key time during their expansion and beyond. The role holder will have a leading role in providing a financial analysis of any investment options while ensuring that both companies are financially efficient and optimise opportunities for profit.</p>

Purpose of the role
<p>The postholder will provide strategic direction and management of Blackpool Entertainment Company Ltd and Blackpool Operating Company Ltd and financial functions. They will lead the teams on identifying and delivering on opportunities for efficiencies and profits across the businesses, as well as overseeing financial planning, forecasting and operational delivery.</p>

Main duties and responsibilities
<p>Responsibilities to the Boards and Shareholder</p> <ul style="list-style-type: none"> • Report to the two company Boards and ensure that Board directors are kept up to date with strategic developments, financial performance and key updates • Support the Managing Directors and the Boards in making effective decisions and applying corporate governance, promoting and ensuring compliance with corporate and government standards and controls • Prepare and present updates and reports on financial activities and new initiatives for the Executive Teams, Boards and committees • Have a professional link to the shareholder's (Blackpool Council) Chief Finance Officer and ensure that the shareholder is regularly updated on financial performance, including attending quarterly financial planning meetings of the company group

Business Development

- Develop and agree a financial strategy including a medium-term financial plan that supports the shareholder vision for both companies in bringing sustainable and increasing business tourism to Blackpool
- Understand commercial business performance, identify any negative variances and proactively recommend solutions
- Analyse sales activities of both companies to inform business decisions

Strategic and Tactical Planning

- Oversee the strategic financial development and financial plans of the businesses
- Review and revise plans quarterly to ensure they are up to date and achieving objectives
- Develop, direct and monitor the implementation of policies, procedures and work standards to ensure standards and KPIs are achieved

Financial and Administrative

- Provide strategic oversight of all financial and accounting procedures and ensure that these produce accurate results, meet deadlines and comply with Shareholder requirements
- Prepare the following for consideration/approval by the Board of Directors:
 - annual budgets and cashflow forecasts
 - annual capital expenditure plans
 - monthly profit and loss and cashflow statements
 - monthly capital reports
- Review, update and maintain the Fixed Asset Register
- Ensure that Account Payables and Account Receivables are dealt with in a timely manner
- Ensure that company financial systems, procedures and internal controls are robust, compliant and support current activities and future growth
- Co-ordinate the annual statutory audit process from the company side, prepare annual accounts and participate in Shareholder audits as and when required.
- Be accountable for agreed budgets and proactively identify and rectify any negative variances or trends
- In conjunction with the Executive Teams, conduct regular financial performance reviews
- Leading on pension administrative matters and reporting to the Boards in this respect

Risk management and internal audit

- In conjunction with the Managing Director, liaise with Internal Audit in the drawing up of the Annual Internal Audit Plan
- Ensure that any findings and recommendations from audit reports are acted on in a timely manner
- Ensure that any financial risk is appropriately assessed and added to the Risk Register with the necessary mitigations to reduce the risk

Performance management

- Develop and maintain a performance management framework in conjunction with the Managing Directors and Company Boards to ensure that the financial function and the team operate to the highest level
- Assist in the setting of challenging and measurable KPIs and monitor business against these
- Report regularly to the Managing Director and company Board on KPI achievement

Day to Day Management

- Lead the financial teams of the companies, supporting them to achieve objectives and targets, ensuring effective collaboration across the organisation to achieve the aims and objectives of the businesses and to maximise revenue.
- Encourage and lead on a positive change culture of the businesses, ensuring motivated and customer focused teams with low staff turnover and low absence levels.
- Encourage and support team members to take an active part in their own development including providing appropriate training to address skills gaps within the team.
- Proactively look for new/smarter ways to improve processes and procedures to deliver a faster, more efficient service to customers.
- Ensure good relationships are maintained across the organisations and Executive teams
- Work closely with the Executive Teams and Department Heads to maximise revenue and subsequent net Profit.
- Manage contracts on behalf of the company for relevant areas of responsibility.

Essential Qualifications

- CCAB qualified

Essential Experience

- Substantial leadership experience at a senior level
- Substantial experience in financial management at a strategic level
- Experience of business planning, performance management, managing budgets and can demonstrate adherence to relevant regulations (e.g. public sector procurement regulations)

Essential Knowledge and Skills

- Strong collaboration and leadership skills
- Excellent customer management skills in building relationships and presentations to senior and strategic leaders/customers

- Experienced senior manager skilled in managing and motivating financial teams
- Excellent communication, reasoning, negotiation and influencing skills, both oral and written
- Ability to analyse and solve complex problems creatively and pragmatically and the ability to use initiative
- Exceptional project direction and management skills, ability to manage multiple timelines, deadlines and actions in a collaborative fast paced environment
- IT skills including use of digital and social media, Word, excel, PowerPoint
- Knowledge of Microsoft Dynamics GP with eRequest or SAGE and Nolan Business Solutions is desirable.

Other requirements

- No active political role to be undertaken.

Review Arrangements

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

Equal Opportunities:

We do our utmost to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of their age, sexuality, religion or belief, race, gender or disabilities.