Job title	Finance, Strategy and Digitalisation Director
Team	Senior Leadership Team
Reports to	Chief Executive
Location	Shoreham Port Estate
Remote Working	Uncategorised

Role Summary

Through our values provide inspirational leadership to the finance and IT teams, enhancing organisational efficiency, performance and growth. Lead the development of annual budgets, valuations and business cases. Coordinate the overall development of our masterplan and strategy driving a long-term vision in collaboration with our complex ecosystem of stakeholders. Support all areas of the organisation through empowering colleagues to remove waste and inefficiency through digitalisation. Facilitate the growth of the organisation through proactive engagement with business development processes.

Ensure appropriate controls and governance procedures are in place aligning organisational processes with both legislation and best practice.

Key tasks and responsibilities

- Lead the finance and IT teams (currently nine full-time colleagues), ensuring colleagues are engaged, aligned and resourced to meet organisational objectives.
- Coordinate the financial management and reporting of budgets/capex/KPI's to the highest standards, ensuring management teams have timely information upon which to base decisions.
- Ensure compliance with statutory accounting/requirements for taxation/accounts.
- Advise the Senior Leadership Team and Board on financial and IT (cyber) related risks and mitigations.
- Lead the insurance broker tender exercise and financial audit annually.
- Develop and review borrowing and financing plans to ensure the Port utilises best debt structure options and meets covenants.
- Support grant application processes to attract funding to support the Port's growth objectives.
- Review systems and processes utilising best practice and artificial intelligence to improve efficiency.
- Identify and lead organisation wide digitalisation projects to remove waste.
- Manage relationships with financial external bodies – funders/auditors/Pension providers/HMRC.
- Manage our pensions ensuring high-quality governance processes are integrated and that the schemes meet individual and organisational objectives.

- Own our long-term strategy ensuring alignment with our financial plans.
- Lead the annual Board Strategy Day, facilitating engagement and ownership, drawing upon best practice from across industry.
- Champion equality, diversity, and inclusion throughout the organisation.
- Any other duties as directed.

Key skills/Person specification

- A recognised professional finance qualification (ACA, ACCA, CIMA or equivalent).
- Significant senior financial leadership experience within a complex organisation.
- Experience leading and developing high-performing teams.
- Strong financial planning, reporting, governance and risk management expertise.
- Experience presenting to Boards and senior stakeholders.
- Commercial awareness and a strong strategic mindset.
- Experience driving organisational change, process improvement and digital transformation.
- Enthusiasm to or experience working within a Trust Port or other purpose led environment.

Health & Safety – all home safe and well daily

- Encourage and listen to ideas from your team, proactively promoting health and safety as part of our Masterplan.
- Provide clear communication and role model the values and behaviours you expect to see from your team.
- Ensure colleagues in your team are competent to carry out the tasks they are asked to do, including informal training on relevant policies and procedures.
- Ensure that you provide sufficient instruction, supervision and resources to your team.
- Include health, safety and risk in your assessment of new opportunities and ways of working.
- Work collaboratively across teams to ensure the health, safety and wellbeing of all those under your leadership and influence.

Our Values

