

<b>Job capsule supplementary information</b>	
Position	Chief Executive (CEO)
Department/ location	Leadership and Strategy
Reports to	Board
Staffing responsibilities	All Board members and senior management team.

<b>Role purpose</b>
<ul style="list-style-type: none"> <li>• The Chief executive’s primary role is to provide oversight, shape meaning and oversee day to day leadership function in the company whilst ensuring compliance with all relevant statutory rules and regulations.</li> <li>• This role is a Senior leadership role in the company and the post holder is responsible for ensuring adequate Business operations as well as financial controls and processes are in place to safeguard the Group’s assets and minimise the risk of fraud and errors.</li> <li>• Key duties will include overseeing the Board operations; monthly oversight of senior management team, day to day stake holder engagement, ensuring company policies and procedures are adhered to, Strategic planning for the business and shaping meaning for the rest of the business.</li> <li>• This role will oversee the entire functions of the Board, ensuring strategic decision making is robust and anchored on the mission and the vision of the company. The integrity of the company as viewed by all stake holders lies squarely with him/her and the success or failure of the business must be his/her primary focus.</li> <li>• Ensure Nigercad Consulting Ltd is a conducive place to work in and to build a successful career. Encouraging learning and development for every board member and the entire senior management team in order to guarantee business success.</li> <li>• The post holder is responsible for the preparation of the business’ strategic business plan and financial modelling forecasting future results and managing the business to ensure these are achieved as planned.</li> <li>• Build relationships with stakeholders ensuring all stakeholders queries, internal and external are handled effectively.</li> <li>• The post holder will provide strategic support to the Board by designing team plans, analysing performance, improving financial controls and processes and providing training within the Board and across the business.</li> </ul>
<b>Main duties and responsibilities</b>
<p><b>Systems</b></p> <ul style="list-style-type: none"> <li>• Be familiar with key Financial and operational Systems in use. This includes being key contact for sourcing, upgrades and major maintenance projects.</li> </ul>

- **Monthly financial reporting of performance**

- Ensure monthly the accounting records for all group companies are completed by the team to trial balance stage to strict deadlines to enable Senior managers to assist budget holders in understanding and managing their budgets.
- Oversee that all inter-company accounts are reconciled and there are no mismatch postings at month end by the financial reporting team
- Ensure that monthly reporting of financial performance is accurate and robust and kept to strict deadlines as to warrant robust controls of the finance and accounting function and that the director in charge is on top of the controls and reporting.

#### **HMRC and Tax**

- Oversight for the company's accurate and timely VAT submissions and reporting.
- Ensure that Information and Communication Technology Industry Tax (CIS) returns are filed, and all relevant documentation is maintained by the team.
- Ensure all non-resident director tax returns are completed including year-end tax certificates
- Ensure that all payments for PAYE, VAT, CIS and payroll deductions are made on time to avoid penalties for all Group companies.

#### **Accounts Payable and Setting Up Suppliers**

- Oversight over finance director who ensures controls are in place and followed by the team in setting up new suppliers, checking employment status of sole traders, companies, new/amendments of bank details and due diligence is carried out on suppliers on a regular basis to prevent risk of fraud and minimise errors.
- Oversees that the team register supplier invoices on accounting system are promptly and accurately recorded, ensuring they are allocated to the correct authorised signatory post profile on accounting system.
- Oversees that controls are in place for all sundry payments, credit cards, staff expenses, petty cash, B&Q vouchers to be recorded correctly and control accounts reconciled in a timely manner in accordance with Group policies.
- Oversees the function of finance director who ensures that inter-company accounts within the company's Group are settled in a timely manner.
- Payments are made using BACS, CHAPS and manual payments using the online banking system.
- Regularly review Purchase Ledger balances and investigate/resolve long standing credit/debit balances and disputed transactions.
- Ensure the team have set up payment profiles correctly for starters and leavers and newcomers are captured in a timely manner.
- Identify issues with Accounts Payable processes across the business and work with the business and the team to address these issues through training.

#### **Invoicing and Credit Control**

- Oversees director of finance who ensure appropriate controls are in place to record and collect all the services delivered by the company, for the team to raise sales invoices and credit notes as they fall due.
- Ensure that within the company, all sales invoices for monthly Service Level Agreements (SLA) and non-SLA services are raised in a timely manner and the invoices are processed in the relevant Purchase Ledger of the company.
- Ensure all invoices from the company are posted to the correct account in company's ledger and all receipts is posted to the correct account in the company's ledger.
- Ensure that outstanding balances with customers are agreed with customers and any discrepancies investigated monthly.
- Regularly review Debtor reports and ensure the team chases outstanding debts.
- Identify issues with Accounts Receivable processes across the business and work with the business and the team to address these issues through training.

### **Cash Management**

- Oversight over the maintenance of the company's cash flows to ensure there is sufficient cash to meet payments for the next 6 weeks. This involves maintaining a summary of key expenditure profiles on a monthly basis for payroll, direct debits, BACS payment runs, bank charges, PAYE etc. for all the company.

### **Payroll**

- Oversight Responsibility for ensuring the team processes monthly overtime, mileage and other casual payroll claims for the Group. The Group has 5 payrolls.
- Oversight Responsibility, for ensuring the team checks and reconcile the monthly variations to pay and cash breakdown payroll reports/files and monitoring salary trends and querying with HR any material increases/decreases in relation to the net pay of individuals.
- The Team upload payroll reports from Payroll providers on to Integra and reconcile in the correct Group entity.

### **Month end and Statutory accounts**

- Oversight over preparation of monthly accounts for the company in a timely manner, monitoring performance against budget.
- Oversight over the preparation of statutory financial statements and statutory notes in compliance with IFRS for the company at year end.
- Oversight over the preparation of audit schedules and statutory account notes for the Group, assigned to the team. Eg. Fixed Asset Notes, Employee and payroll Notes, Cash at bank, etc.
- Ensure schedules for yearend inter-group balances are reconciled.
- Deal with external and internal audit queries

### **Team Management**

- Be responsible for all aspects of management, development and leadership of the staff within the team.
- Ensure appropriate processes and controls are in place and provide training within the team to ensure high standards are set and maintained
- Ensure performance is monitored across the team by setting KPIs and monitoring them.
- Design and deliver a training program for new Board members
- Carry out monthly one to ones and annual appraisals
- Build a culture of high performance, customer service and continuous improvement.

### **Ad-hoc Duties**

- Provide a high standard of Stakeholder service by dealing with stakeholder queries, both internal and external in timely manner.
- Any other duties requested by the board and regulators in keeping with the overall context and purpose of the role.

## **General Obligations**

### **Performance management**

Ensure that performance targets are met and a culture of performance management, customer care, value for money and resident / service users' empowerment is embedded across the company

### **Flexibility**

Work with a degree of flexibility required to perform work not specifically referred to above although falling within the scope of the post at the appropriate grade.

### **Health and Safety**

All employees have a legal duty to ensure the health and safety of people at work and members of the public in premises or sites controlled by Nigercad Consulting Ltd in accordance with safety legislation and the company's safety policy.

### **Nigercad Consulting Ltd's commitment**

Deliver The company's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the work place and in the services the company delivers.

Demonstrate commitment to a culture of safeguarding children, young people and vulnerable adults

## Person Specification

**Job title:** Director – Leadership and Strategy (MD)

### Education, Qualifications, Memberships

#### Essential

- Experienced Director or professional e.g (CIMA, ACCA, ACA or CIPFA) or Qualified by experience (QBE)
- Post Graduate Degree or equivalent qualification  
5 GCSEs or equivalent qualification at grade C or above which must include Maths and English language

### Experience

#### Essential

- Experience of leading and managing a large team, motivating and providing training (at least 3 years)
- Experience of setting, monitoring and achieving team KPI's
- Experience of operating in a Senior Management Role
- Ability to manage and mitigate risks
- Experience of the AR and AP function using a large finance package e.g. Integra, SUN
- Experience of complex and difficult financial reconciliations and understanding of the accounting techniques necessary to resolve such reconciliations.
- Ability to explain financial information to non-financial staff and build positive relationships.
- Experience of using Microsoft Excel to advance level.

#### Desirable

- Knowledge of using Strategic analysis models
- Knowledge of the Information and Communication Technology sector
- Knowledge of the UK and Nigerian economy

### Skills and Knowledge

#### Essential

- Customer focus – Dealing effectively with both internal and external customers
- Communication - Excellent communication skills, written and oral
- Build Relationships - Ability to create positive relationships with finance and non-finance staff
- Maintain high levels of professional standards and ethics
- Leadership - Provide leadership to a large team
- Show an innovative approach to problem solving
- Manage and mitigate risk
- Excellent organisational skills with emphasis on ability to priorities workloads

Values	Behaviour Indicators
<ul style="list-style-type: none"> <li>• Show respect</li> </ul>	<ul style="list-style-type: none"> <li>• Treat other people as you wish to be treated yourself</li> </ul>
<ul style="list-style-type: none"> <li>• Find solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Think outside the box, and be innovative</li> </ul>
<ul style="list-style-type: none"> <li>• Make a difference</li> </ul>	<ul style="list-style-type: none"> <li>• Go the extra mile to show your customers you really care</li> </ul>
<ul style="list-style-type: none"> <li>• Be person-centred</li> </ul>	<ul style="list-style-type: none"> <li>• Treat everyone you meet as an individual, and remember, one size does not fit all</li> </ul>

