



HEAD OF FINANCE AND REPORTING



Design is everywhere....

*"From spoon
to city"*

Massimo Vignelli, Architect

Welcome from the Chief Executive – Minnie Moll

The Design Council is a truly extraordinary organisation with an amazing heritage and reputation. The calibre of our people, the extraordinary talent in our unique network of Experts and the impact we have by working with our clients, partners and Government is without comparison.

In 2021 we launched our new mission and its underpinning strategy: Design for Planet. The greatest challenge of our era is the climate crisis, so as the national strategic body for design, we are focusing our efforts on galvanizing and supporting the 1.97m people across the design sector to put planetary needs at the heart of their work. Design shapes the world and we have a critical role to play in meeting Net Zero and nature positive targets and beyond. As a design organisation we have power and responsibility to make a difference.

Thank you so much for your interest in our work and this role. At more than at any other time in our long and distinguished history, now is an incredibly exciting time to be at the Design Council.



Minnie Moll

About the Design Council



The Design Council's purpose is to make life better by design. And our new mission is to do that by focusing on Design for Planet. The climate crisis is the greatest challenge of our lifetime and design has a critical role to play to create a better future.

We commission pioneering evidence-based research, develop ground-breaking programmes and deliver influencing and policy work to demonstrate the power of design and how it impacts the economy, business innovation, places and public services. We bring together designers and non-designers – from grassroots to government – and share with them our design expertise to transform the way they work.

Good design is inclusive design. We actively aim to employ a diverse workforce (See our [Equality, Diversity and Inclusion statement](#)). We encourage conversations around flexibility in terms of location, hours and other arrangement so we can welcome people with different experiences, backgrounds and perspectives.

The Design Council is committed to the learning and development of its colleagues so that they gain the necessary skills to reach their full potential and progress within their profession and within the Design Council. We operate a structured career path on set criteria so that colleagues have a clear understanding of how they can progress and be recognised and rewarded.

About the Team

The Design Council is a team of around 40 people. As a small team with a massive remit, we work collaboratively within this structure:



About the role

Head of Finance and Reporting

The Head of Finance and Reporting is a critical and exciting new position that sits at the very heart of the Design Council, with a broad and varied remit.

Reporting to the Director of Finance and Operations, this hands-on role will be responsible for ensuring the organization achieves its charitable and strategic objectives by protecting value, managing risk and providing excellent business partnering in the form of insightful and transparent management information, independent challenge and commercial acumen.

The role includes the following responsibilities:

- Being overall owner of the financial results, controls and processes
- Developing and owning annual budgets, and tracking performance
- Delivering robust financial reporting – both accurate actuals and credible forecasts
- Providing management information, KPIs and analysis to help drive decisions
- Working with the Director of Finance & Operations to implement strategy

- Managing cash flow and treasury functions including bank payments
- Work with colleagues to ensure compliance with Charity Commission reporting requirements
- Collaborating with other teams to solve problems and drive improvements
- Work with external partners to ensure compliance and cost-effective service delivery

Salary £55,000+

Contract Permanent and Full Time

Reports to Director of Finance and Operations

Location Hybrid working with 2 days per week minimum (preferable more) in our office at 22 Bishopsgate London.

This role will involve some evening work and travel as required in accordance with the needs of the projects.

About you

Expert Knowledge and Qualifications

We are looking for a high calibre and hands on individual used to working at a senior level, with demonstrated financial management and business partnering experience. You will have experience of designing and implementing process improvement and controls, as well as working across teams and at different organisational levels. You will also be passionate about operational excellence and the power of data to transform business decision-making and organisational outcomes.

Skills & Experience

- Qualified financial professional (CIMA, ACCA or equivalent)
- At least 5 years working in a managerial finance role
- Business partnering experience is a must
- Knowledge of Microsoft Business Central ERP is an advantage
- Experience of financial analysis, forecasting and modelling
- Able to produce meaningful management information and provide insights

- Used to working with and adapting fit for purpose processes and controls
- Confident delivering through others including external service partners
- Reasonable level of understanding of VAT accounting and rules
- Excellent time-management skills and ability to prioritise
- Experience of charity accounting / not for profit is a plus

About you

Expert Knowledge and Qualifications

Skills & Experience

You will also be:

- An excellent communicator
- Empathetic, pragmatic and adaptable, with a solutions-mindset
- Proactive, hands on and willing to roll up your sleeves and get stuck in
- Confident working at different levels within an organisation including Exec and sometimes Board level
- Willing and able to take a risk-based approach to making decisions
- Tech-savvy and interested in data, systems and smart IT solutions
- Comfortable and happy to work outside your core area
- Curious and open to new ideas and ways of working
- A team player but also comfortable working on your own
- Have an interest in design and sustainability
- Aware of some of the challenges and rewards of working in the not-for-profit sector

Our Values

- **Boundless Curiosity.** Our spirit of inquiry, questioning and expanding our knowledge.
- **Inspire Possibility.** Our drive to envision, instigate and catalyse positive change.
- **Powerful Together.** Our belief that collaboration, inclusivity and diversity lead to greater impact.

Corporate responsibilities

- Proactively identify and manage risks and financial controls in relation to the Design Council and your specific area of responsibility
- Comply with the Design Council's operational policies and procedures including financial and risk management, project management and evaluation processes, brand guidelines, GDPR, information security and internal health and safety policy

Benefits



The Design Council offers a number of benefits.

Some of them include:

- 28 annual leave days pro rata (plus buy up to 5 additional days)
- 2 additional days for Christmas closure
- 5% Employer Pension Contribution (up to 7.5% if matched)
- Learning and Development plan (5 full days per year)
- Hybrid working policy (working in our office at least 2 days per week)
- Flexible working policy (if you require to work non-standard hours)
- Season ticket loan
- Cycle to work scheme
- Enhanced Sick Leave
- Enhanced Maternity & Paternity Leave
- Employee Assistance Programme
- Life Assurance Policy

Join us

To apply for the role please submit your CV and covering letter, via this [link](#).
The closing date for all applications to be received is **21 April 2024**.

The Design Council is fully committed to being a diverse and inclusive organisation. We welcome applications from everyone who meets the criteria. If you need any additional support, please do send in an early alert to our email address below.

Further questions can be directed to Ishbel Allotey, HR Manger at the following email address: recruitment@designcouncil.org.uk but please note that submissions must be made via the link above.

Visit designcouncil.org.uk to discover more about our work and mission.



“The fundamental idea of design is to make the world a better place”.

Bruce Mau, Designer

