



Staffordshire
Chambers of
Commerce.

Head of Finance

Full Time

Recruitment Pack



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Staffordshire
Chambers of
Commerce.

At Staffordshire Chambers of Commerce, we believe that we can help all the people of Staffordshire to be more prosperous and have more opportunities, by helping businesses to belong to the Chamber and do things better. We take pride in delivering excellent services to our members and expect the highest standards from our employees.

Head of Finance

£50,000 - £55,000

Based at our offices in Festival Park, Hanley, this is a full time role hours of work are 35 per week, 9am to 5pm Monday to Friday.

We offer an attractive benefits package, a rewarding role in a great team and good opportunities for personal development.

To apply, please send your CV to rachel.laver@staffordshirechambers.co.uk together with a supporting statement detailing how you meet the requirements of the role and how you support the Chamber BETTER values.

Closing date: Friday 21st February 2025

Staffordshire Chambers of Commerce is committed to equality, diversity and inclusion at work.

Armed Forces Friendly Employer: Staffordshire Chambers of Commerce has signed the Armed Forces Covenant and we hold the gold award for the Employer Recognition Scheme. We welcome applications from members of the Armed Forces and their families. If you are serving or have served in the Armed Forces (or are a family member of) please state this in your application.



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About Staffordshire Chambers of Commerce

Staffordshire Chambers of Commerce has been in existence for over 200 years. It was born out of a desire from businesses to meet together and trade and ensure that there was a voice for business and an organisation to represent their needs and deliver services to help them. We continue to deliver this role and have developed a wider relationship as part of the recognition of the contribution that the business community makes to economic and social success.

We provide the following services to support businesses start, grow and succeed.

Business Support – we are, at our heart, a membership organisation and believe that the best business support can come from the services we offer through our experienced staff. We have a range of member only services as well as funded programmes. We have developed specific membership offers to reflect our local economy in response to various sector groups in membership.

Enterprise Support – we aim to inspire the entrepreneurs of tomorrow through bringing schools and businesses closer together, helping individuals start up their own business, educating teachers on the businesses in the area and supporting students in HE and FE to have the relevant skills for business and industry. We have established a club specifically for fledgling businesses to help them get established and lead into membership of the Chambers.

Trade – we encourage international trade through our DIT programme and export documentation service as well as supporting local trading through exhibitions, events and lobbying for local procurement opportunities. We have launched a specific international trade membership offer.

Training – we have a comprehensive, business focussed programme of training to encourage the workforce to reach its full potential, and which can be delivered on our premises or in a business through a bespoke service. We are developing our offer through partnerships with the universities and FE colleges in the county.

Events – we organise over 150 events each year of varying scale and size. This supports and informs business, helps strengthen supply chains and informs the business community of funding, finance, legislation, opportunities and risks.

Representation – this is a service at the heart of Staffordshire Chambers and is largely to support members. We do take on issues that affect the whole business community and lobby at all levels of policy and decision making



Job Description

Job Title	Head of Finance
Accountable to	Chief Executive
Location	Staffordshire Chambers of Commerce

Background

Staffordshire Chambers of Commerce has been in existence since 1813 and incorporated since 1949. We are a business membership organisation, with nearly 1,000 business members across Staffordshire, making us the biggest business support organisation in North Staffordshire.

We provide a range of support to help business to start, grow and succeed including:-

- Networking and Events
- Business Services inc HR/Legal advice
- Policy and Representation
- International Trade
- Training

We also deliver a range of external contracts which support business to access funding, growth programmes, training grants and more. These include the Growth Hub Business Support helpline, the business crime helpline, the Local Skills Improvement Plan, plus a range of other initiatives which change as funding becomes available through Local Authorities.

This means we work with an additional 6,000 businesses each year through our wider project support.

In addition we work closely with MPs to raise awareness of key issues facing businesses and we operate "Daily Focus" a e-newsletter which goes out 5 days a week, celebrating and promoting local business news.

Our vision is to help grow the economy and support Staffordshire businesses to make it a more prosperous area for the residents and attract further investment.

The Head of Finance will play a key role in delivering this vision by providing robust financial leadership and oversight. They will be responsible for the financial strategy, management, and reporting of the Chambers, including a subsidiary company. Working collaboratively with the membership and events teams, they will work to simplify the reporting and payment systems, providing the different teams with financial data and help set the budgets annually. The Chambers was loss making in 23/24 and although the position has improved in 24/25, the Head of Finance will be expected to work with the Chief Executive and board to bring the Chambers back to profitability.





The successful candidate will also lead the Chamber's compliance with ISO standards and manage a small finance team of two, fostering a high-performing and collaborative culture.

Key Responsibilities:

Strategic Financial Leadership

- Lead on the development and implementation of the Chamber's financial strategy, ensuring alignment with organisational goals.
- Provide high-quality financial advice to the Chief Executive, Board, and leadership team, supporting decision-making with clear financial insights.
- Manage budgeting, forecasting, and financial planning processes to drive efficiency and financial sustainability.

Operational Finance Management

- Oversee all financial operations, including accounts receivable/payable, payroll, and financial compliance.
- Prepare accurate and timely financial reports, including management accounts and ensuring compliance with statutory requirements.
- Monitor cash flow and maintain effective financial controls to safeguard the Chamber's assets.
- Take responsibility for the financial management and reporting of a subsidiary company and the preparation of the accounts for a third.
- Maximising the return on the assets held by the Chambers.
- Provide assistance and support for the compilation of grant claims.

Collaboration with Membership and Events Teams

- Work closely with the membership and events teams to ensure the financial success of initiatives, including pricing strategies, event profitability, and membership retention.
- Provide support in identifying and implementing revenue-generating opportunities across these areas.

Leadership and Team Management

- Manage and support a small finance team of two and providing support where required to the wider team.
- Develop the skills and capabilities of team members to ensure high-quality service delivery and operational excellence.

ISO Compliance





- Take the lead in managing and maintaining the Chamber’s ISO accreditation, ensuring continuous improvement and adherence to quality standards.
- Collaborate with internal teams to implement ISO processes and procedures across the organisation.

Governance

- **Oversee the appointment process of the board and council, including induction process**
- **Act as the company secretary**

What We Offer

- Salary of £50k-£55k per annum dependent on experience
- 25 days annual leave, plus bank holidays.
- Free parking on site
- Westfield Health, offering access to healthcare benefits and discounted gym membership.

Person Specification

Job Title: Positive Pathways Project Business Administrator		
Criteria	Essential/ Desirable	Method of Identification
Qualifications A professional accounting qualification (e.g., ACA, ACCA, CIMA) – <i>desirable but not essential</i> . Evidence of continuous professional development in finance or leadership.	Essential	Application
	Desirable	Application / Interview
Proven Experience Significant experience in a senior finance role, ideally within a membership, charity, or not-for-profit organisation. Experience managing financial operations, including budgeting, forecasting, accounts receivable/payable, payroll, and compliance. Proven success in managing and developing a small team to deliver high-quality service. Experience preparing financial reports for Boards and senior stakeholders, ensuring compliance with statutory requirements.	Essential	Application / Interview
	Essential	Application / Interview
	Essential	Application / Interview
	Essential	Application / Interview





<p>Demonstrable experience in financial planning and analysis, including cash flow management.</p> <p>Hands-on experience of overseeing financial management and reporting for subsidiary or associated companies.</p> <p>Familiarity with maintaining and implementing ISO standards or similar quality frameworks.</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Interview</p>
<p>Knowledge, Skills and Abilities</p> <p>Strong leadership skills, with the ability to inspire and manage a team effectively.</p> <p>Excellent financial planning and analytical skills, with a clear understanding of financial management and reporting processes.</p> <p>High level of IT literacy, including advanced knowledge of financial software and proficiency in Microsoft Office Suite (particularly Excel).</p> <p>Ability to collaborate effectively with cross-functional teams, including membership and events, to support organisational objectives.</p> <p>Strong communication skills, both written and verbal, with the ability to present complex financial information in a clear and concise manner to non-finance stakeholders.</p> <p>Exceptional attention to detail, with the ability to identify and resolve financial discrepancies.</p> <p>A strategic thinker with the ability to balance long-term planning with operational demands.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Interview</p>
<p>Other Attributes</p> <p>A proactive and innovative mindset, with a commitment to continuous improvement.</p> <p>Ability to work collaboratively with colleagues at all levels, respecting diverse perspectives.</p> <p>Flexible and adaptable, with the ability to respond positively to change and maximise opportunities.</p> <p>Committed to acting with integrity and upholding professional standards.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>





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<p>Strong organisational skills with the ability to prioritise and manage multiple tasks simultaneously.</p> <p>Ability to work well under pressure, ensuring that deadlines are met and high-quality outcomes are delivered.</p>	<p>Essential</p>	<p>Application / Interview</p>
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