

# Disruptors, Innovators, Experts

Diversity and Inclusion consultancy,  
training and software



## Head of Finance, IT and Commercial

**Salary £55,000 - £80,000**

**Remote or office based, location and working pattern are flexible**

Reports to: Commercial Director

### The Opportunity

The Clear Company is a leading inclusive consultancy and solutions business with one of the most talented teams of expert consultants and market leading digital platforms within this sector. Passionate about making the world a better place we are known for being Disruptors, Innovators and Experts in Diversity & Inclusion. 2022 sees continued plans for our rapid growth, including the further expansion of our global capability, significant digital investment and new product development.

At the core of this growth is a commitment to invest in the internal infrastructure and operations to ensure the delivery team are equipped to continue to deliver excellence in customer service, product innovation and leading best practice.

We are an entrepreneurial, long established, expanding business and as such look to this senior role to take the Clear Company to the next level of operational and commercial excellence. Comprising a mix of leadership, innovation and hands-on operational management within an owner managed SME, this role could go as far as you want to take it. We are ambitious, highly innovative and looking for someone who shares that ambition to join our Senior Leadership Team and encourage you to apply if this opportunity excites you as our objective selection process will explore transferable skills and the opportunity for personal development.

### Main Purpose

As part of the Clear Company senior leadership team, this role is to lead the implementation of the finance, commercial and IT strategy including business continuity for a growing and ambitious organisation ensuring an effective operating model is in place to achieve our business goals.

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## Key Responsibilities

### Financial operations

- To lead the development of effective, timely and accurate automated financial reporting and analysis to enable business decisions, optimising Xero system implantation
- To provide support to the FD (currently outsourced) on the provision of board reporting and management of accountants

### Commercial operations

- Leading on all tender and procurement activities, ensuring the company is registered on the relevant procurement frameworks and that client procurement processes are effectively completed
- Ensure the effective integration of commercial management with the CRM to inform business decisions and support efficient commercial client relationship management in line with business objectives
- Review and optimise commercial client and partnership contracts ensuring that all legal aspects of contracting are included to protect the business and its employees
- Ensure that the business has sufficient insurances in place and necessary policies, such as modern slavery, health and safety, to comply with Client procurement requirements and recommend adjustments to these when required

### IT Security and Internal Systems optimisation

- To ensure that the business, the team and clients are fully supported by efficient systems, processes and practices that provide the most effective solutions to core processes including sales, marketing and project management
- Successfully implement the internal systems strategy with minimum business disruption and maximum productivity gain
- To ensure IT security is optimised to protect both our internal systems and people, as well as complying with client requirements including ownership of the Security Policy and security measures

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## What will you bring to the role?

### Skills, knowledge and experience:

- Financial accounting skills
- Knowledge of complex procurement and tender processes
- The ability to lead others and delegate effectively within a matrix, multi-project environment
- The ability to deliver programme management across multiple projects where change is part of the day to day activity and re-prioritising business as usual
- Experience of collaborative and effective supplier management
- Experience of having made change happen with the finance, commercial and IT arena contributing to the culture and growth of the organisation, with a focus on process optimisation and business efficiency
- Experience of managing finance and commercial operations to optimise business efficiency
- Experience of developing effective commercial partnerships
- Experience successful implementation of IT systems and the associated security requirements

### Competencies:

- Judgement and decision making
- Critical thinking and analysis
- Commercial acumen
- Adaptability
- Teamworking

## What we offer

We offer a reward package that includes pension, private health, life insurance and flexible working patterns together with the opportunity to work with a values based, inclusive and collaborative team and team based bonus. The Clear Company team of experts deliver exceptional value to a significant global client base and this role will enjoy providing operational excellence as part of that integrated team culture.

This is an opportunity to join a growing business and to grow the role with you. We can support training and development in-house and external qualifications as appropriate, provide coaching and support in work. We have a flexible working policy and we are disability confident leaders for whom workplace adjustments are business as usual.

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## How to find out more

To find out more about this opportunity please contact: [joinus@theclearcompany.co.uk](mailto:joinus@theclearcompany.co.uk)

## How to apply

To apply, please send your CV to: [joinus@theclearcompany.co.uk](mailto:joinus@theclearcompany.co.uk)

## The application process

Please be aware that the recruitment process will comprise of a competency-based interview and a work based exercise.

We want to make sure we do all we can to make this a really positive experience for you. Please [click this link](#) which will take you through a simple process to identify any adjustments or additional support we can provide beforehand or on the day.