

JOB DESCRIPTION CONTENT

Job Title	Finance Director, Dialogue
Location	Norwich
Reporting Relationships	This role reports to the Managing Director, Dialogue.
Job Purpose	<p>The Dialogue Finance Director will play a central role in developing procedures, systems and effective financial performance and analysis across the organisation to drive growth and operational effectiveness.</p> <p>As part of the senior leadership team they will facilitate financial planning and forecasting processes to produce robust plans for Dialogue that assist the decision-making process.</p> <p>This role also encompasses other duties including ensuring compliance, HR, IT supplier management, health and safety and legal requirements.</p>

Main Responsibilities	<p>Four key areas: to manage the EBITDA ratio; manage working capital; manage the operational effectiveness of suppliers; and manage corporate governance and compliance.</p> <p>The role will involve:</p> <ul style="list-style-type: none"> • Planning, directing and coordinating all financial operational functions • Managing the accumulation and consolidation of all financial data necessary for an accurate performance management framework • Providing management with information vital to the decision-making process • Managing the budgeting and planning processes • Working alongside the team to assess current operations, offering recommendations for improvement and implementing new processes • Managing internal control environment • Evaluating the effectiveness of system, software and supporting database, as needed; outsourcing if deemed in the best interests of the business • Overseeing regulatory reporting, frequently including cash flow forecasting, the management of working capital, and compliance • Management of outsourced service providers for IT and HR
Communication & working relationships	<p>Close liaison with senior colleagues across the Dialogue agency.</p> <p>Close working relationship with internal and external business partners, key suppliers and service providers.</p>
Most challenging parts of the job	<p>Progressing change projects whilst maintaining close effective relationships with colleagues.</p> <p>Ensuring there is focus on business development, whilst ensuring a) there is focus on productivity and cost controls; and b) short-term targets are achieved.</p>
Health & Safety	<p>All employees must observe and comply with Dialogue's policies and procedures for health and safety</p>

Equal Opportunities Statement

All employees must observe and continually promote equal opportunities and customer care in compliance with Dialogue's aims and objectives