

Job Description

Job title	Executive Director of Finance and Digital
Directorate	Finance and Digital
Reports to	CEO
Location	Meadowbank Sports Centre (with travel to various locations in Edinburgh)
Full time status	Full time

Our values

We want enthusiastic and energetic people who help us inspire everyone across Edinburgh to be active to improve their health and wellbeing. The people of Edinburgh Leisure must role model the following values and encourage the same from others:

- **Inclusive** – making everyone feel like they belong.
- **Kind** – in how we treat others.
- **Working together** – to achieve our goals.
- **Creative** – in how we find solutions.
- **Helpful** – in everything we do.

Purpose

To set and oversee the strategy for finance and digital transformation to ensure Edinburgh Leisure achieves its overall company mission and vision.

Key accountabilities

- Develop the strategy for finance, financial reporting and budget, ensuring both efficiency and effectiveness, and oversee the organisation-wide implementation of this strategy.
- Develop and oversee the implementation of the digital transformation strategy (software and hardware), ensuring system optimisation and efficiency, but also security and compliance, in line with our organisational priorities.
- Provide financial direction and leadership to the organisation, including advising the SLT and presenting to the Board on financial and business performance.
- Fulfil Company Secretarial responsibilities.
- Lead on Risk Register oversight for the organisation.
- Lead on supporting both the Audit and Risk Committee and the Strategy and Finance Committee.
- Spearhead the Finance and Digital Directorate, delegating key relevant accountabilities to the Heads of Service and ensuring the direction and engagement of the Finance and IT and Digital Transformation Teams.
- Lead and develop the Strategic Leads for Finance, IT and Digital Transformation, overseeing their delivery on the relevant areas of accountability.
- Oversee the development, implementation and monitoring of financial, IT and information security policies and processes, ensuring these remain up to date and compliant with legislation and best practice.
- Collaborate with the ELT to build a sustainable business model which delivers on Edinburgh Leisure's vision and purpose, strategic objectives and five-year business plan.
- Adhere to Edinburgh Leisure's policies, procedures, organisational values and code of conduct at all times.
- Any other duties as deemed appropriate by your line manager.

The above list is not exhaustive.

Person specification

Qualifications and attainments	
Essential	Desirable
- Chartered accountancy qualification. - Significant experience of working at Executive level. - Evidence of continuous professional development in key areas such as leadership.	- Experience of management in a sport and leisure environment. - Experience of financial leadership in a not-for-profit organisation.
Knowledge and experience	
Essential	Desirable
- Established strategic leadership skills. - Deep knowledge and experience of finance and IT functions. - Demonstrable experience of leading financial and digital transformation projects. - Experience of reporting to a Board on financial performance. - Established experience leading a department and overseeing cross-functional teams. - Developing and implementing strategy at the organisational level. - Strong knowledge of cybersecurity requirements. - Strong understanding of operating in a not-for-profit environment. - Experience leading change initiatives and taking tough decisions while maintaining positive colleague relationships. - Balancing organisational needs with available resources while understanding and mitigating the risks. - Excellent at using a variety of communication skills and techniques.	- Experience of leading hybrid, multi-site departments in a not-for-profit organisation. - Strong understanding of the sport and physical activity environment.
Behaviour standards	
- Adhere to our Behavioural Standards Framework. - Have to be a leader. - Confident developing and driving change initiatives.	
Disclosure / PVG requirements	
Basic	

Please note that this job description does not form part of your contract and the organisation may alter it at any time.

When carrying out job evaluation for this role, please also refer to the accompanying Job Analysis Form.