## JOB TITLE
Finance and Administration Director WTTC

### JOB FAMILY
Finance & Administration

### PURPOSE
Overall responsibility for all Financial, Legal, IT and Administrative matters of the WTTC.

As a senior member of the team, will proactively support the President & CEO and other directors in the delivery of the WTTC’s strategy through the presentation of timely and accurate financial and other relevant management information.

### CONTEXT
Reports to President & CEO
Manages team of 2 [3 if an office manager is appointed, fits with the Administration element of role]

### KEY ACTIVITIES

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<th>Key Responsibilities</th>
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<td>1. Finance &amp; Administration</td>
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<tr>
<td>- Head up and manage WTTC’s Finance function</td>
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<tr>
<td>- Financial &amp; management accounting including oversight &amp; reporting of financial risks and remediating controls</td>
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<td>- Preparation of budget, re-forecasting, cash flow and ongoing financial performance reporting</td>
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<td>- Financial analysis and advice to support the directors in appropriate commercial decisions.</td>
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<td>- Work closely with the People &amp; Culture Director on employee matters, including payroll and employee benefits</td>
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<td>- Ensuring appropriate controls &amp; segregation of duties in line with industry best practise</td>
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<td>- Liaise with and manage relationship with External Auditors.</td>
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<td>- Provide strategic thinking with regards to the WTTC’s growth, including structure, policies, and compliance.</td>
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<td>- Office management: responsible for health and safety, insurances, landlord/property relationships,</td>
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<td>- Negotiate best commercial terms with suppliers, which balance cost control and service deliverables.</td>
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<td>2. Legal – Company Secretary</td>
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<td>- Provide Company Secretarial, legal and administrative service</td>
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<td>- External legal liaison</td>
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<td>- All corporate returns, reporting and compliance per the Articles of Association and Companies House</td>
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<td>- Administration of meetings, agendas, and minutes for the Board (Operating Committee), Executive Committee, as well as sub-committees. AGM administration &amp; reporting.</td>
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<td>- Ensure WTTC complies with all applicable legislation and best practice in liaison with WTTC’s Vice-Chair of Governance</td>
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<td>3. IT</td>
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<td>- Ensure the provision of cost effective and appropriate IT support to meet WTTC’s needs.</td>
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<td>- Maintain server/network data security &amp; compliance.</td>
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<td>- GDPR processes, documentation, compliance.</td>
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<td>- Manage relationships with relevant IT suppliers as necessary</td>
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### KNOWLEDGE & EXPERIENCE
- Qualified Accountant – ACCA / CIMA/QBA with 5-10 experience in senior financial position.
- Strong technical knowledge, ideally with knowledge of accounting for not-for-profit
- Company secretarial experience, preference within not-for-profit
- Well-rounded office support experience.
- IT literacy to level of managing and negotiating with external suppliers on both cost and SLAs
- Strong communication skills & ability to adapt it to audiences at all levels.
- Ideally Salesforce end user knowledge.
- Proven experience of liaising and reporting at Board Level

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<th>ADDITIONAL SKILLS</th>
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<td>- Adaptable, flexible and with a hands-on attitude.</td>
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<td>- Ability to operate as a team member yet comfortable with owning the decisions within their area of responsibility</td>
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<td>- Strong confidence and able to influence effectively</td>
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<td>- Structured and disciplined with ability to understand big picture as well as drill down into detail when necessary</td>
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<td>- Able to operate at global standards</td>
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<td>- Experience of operating in a multi-currency, multi-entity environment</td>
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<td>- Strong leadership and ethics at work</td>
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