



Job Information Pack

This pack contains the following information:

- Job details
- The application process
- Contact details
- Information about Warmworks
- Information about the team the job is based with
- Job description
- Person Specification

Job details	
Job title	Finance Director
Job reference	WW-FD
Location	Edinburgh (flexible)

The application process	
Application deadline	Apply now – applications will be assessed as they are received and shortlisted candidates will be invited for interview
Interview date	tbc
Interview location	Edinburgh (in person preferred, online may also be arranged)
Interview format and length	Panel interview lasting no longer than one hour

Contact details	
Completed application forms for this job	recruitment@warmworks.co.uk or Recruitment Warmworks 1 Carmichael Place Edinburgh EH6 5PH
For an informal discussion about this job	mark.jeffreys@warmworks.co.uk Mark Jeffreys, CFO

About Warmworks

Warmworks, formed in 2015, is a joint venture partnership between Energy Saving Trust, Changeworks and Sureserve Energy Services UK Limited.

Warmworks is committed to tackling fuel poverty, increasing the energy efficiency of the homes and communities in which we work and consistently delivering a first-class service to the households and families that we support.

Since 2015, Warmworks has been the Managing Agent of the Scottish Government's national fuel poverty scheme, Warmer Homes Scotland and has recently started work on a range of new contracts and initiatives across the country.

Warmworks has already helped more than 50,000 homes to become warmer, healthier and more energy efficient and is seeking to play a key role in the long-term drive to reduce carbon emissions and increase the availability of affordable, sustainable energy for all.

About the Team

Introduction and context

Warmworks was established to tackle fuel poverty, reduce carbon emissions and support sustainable local economic development in communities across the country.

Team aims

We deliver the best possible help to people who are struggling to keep their homes warm and pay their energy bills; installing measures such as insulation, efficient heating and renewable technologies to make homes more energy efficient and delivering sustainable cost savings in the long term.

Team activities

Since the business was launched in September 2015, Warmworks has provided a high-quality end to end service, from initial referral through to assessment and the installation of measures, along with appropriate aftercare and support for thousands of households. Warmworks employs direct staff to handle in-home assessments and quality inspections, call handling and customer service, operational finance and the management of a diverse supply chain across the UK.

Job Description	
Job title	Finance Director
Job reference	WW-FD
Salary and grade	to be agreed with candidate, depending on skills and experience
Location of job	Edinburgh (flexible)
Hours and terms	37 hours per week
Holiday terms	25 days' annual leave, plus 9 public holidays

General terms and conditions	
• There are no overtime payments for this post. • You may need to undergo a criminal record check depending on the requirements of the post. Depending on the nature of any convictions that may be disclosed, Warmworks reserves the right to terminate employment with or without notice. • All of the responsibilities outlined below will be reviewed and modified as necessary through consultation with line managers.	

Responsible to	Chief Financial Officer
Responsible for	Finance team

Purpose of the job	Senior executive responsible for operational management of the organisation's finances ensuring financial health, compliance and growth.
Main objectives and goals	1. Financial Management 2. Compliance and Governance 3. Commercial Modelling 4. Risk Management 5. Operational Efficiency 6. Effective, Values Driven Leadership 7. Any other reasonable duties as may be required.

1. Financial Management	
• Oversee accounting, budgeting, forecasting, cashflow and financial data to ensure accuracy and compliance with regulations and accounting standards (including preparation of monthly management accounts (close by WD10)) • Present financial performance and insights to senior leadership and other stakeholders (mainly Scottish Government). Lead interactions with external stakeholders/ advisors, including statutory audit	
2. Compliance and Governance	
• Ensure adherence to financial laws, regulations, and internal policies, including VAT reporting and CIS compliance where applicable	

3. Commercial Modelling
• Lead the production of sophisticated commercial modelling to support pricing, bids and cost management across the business • Utilise an understanding of own cost base and applicable contractual frameworks to simulate accurate potential scenarios • Work with colleagues across the business to improve knowledge and share best practice to aid model interpretation
4. Risk Management
• Identify day-to-day financial risks, perform risk assessments, and implement controls to safeguard company assets
5. Operational Efficiency
• Optimize financial systems, reporting processes, and operational efficiency to support data-driven decision-making
6. Effective, Values Driven Leadership of the finance team as reflected in key performance metrics and internal customer feedback
• Lead by example in providing values-driven leadership, acting as an ambassador for Warmworks' values and operating culture • Demonstrate success of leadership approach via agreed metrics, including employee engagement survey results, employee turnover rates and sickness absence • Ensure that positive people management and engagement metrics are then reflected in the delivery of a first-class service to internal customers
7. Other reasonable responsibilities as required

Key contacts
• Warmworks SLT, colleagues across Warmworks, supply chain representatives, Scottish Government

Person specification		
Please explain how you meet the following criteria in your job application:		
	Essential	Desirable
Qualifications		
Qualified to degree level or evidence of equivalent professional experience	✓	
Qualified to ACCA, CIMA or equivalent professional level in finance	✓	
Experience		
Experience of financial leadership at a senior level	✓	
Technical expertise of accounting principles, managing budgets, financial reporting, commercial analysis and financial software (Nav)	✓	
Experience within and knowledge of the heating and insulation industry		✓
Experience of managing organisational growth	✓	
Skills		
Existing knowledge of the heating and insulation industry		✓
Effective communicator and ability to operate at all levels of the business	✓	
Ability to work effectively to prioritise tasks and work to challenging deadlines across a range of disciplines	✓	
Ability to produce effective and sophisticated financial models	✓	
Ability to interpret complex financial data and provide strategic recommendations	✓	
Personal qualities and attributes		
Committed to a values-driven culture	✓	
Enthusiastic and interested in helping people; a team player	✓	
Ability to work alone and plan day to day task completion	✓	
Additional requirements		
Full valid driving licence or other ways of fulfilling the mobility requirements of the job	✓	

Employee Expectations of Management Experience

The post holder should expect and be open to:

- Effective leadership
- A positive, honest, and enthusiastic working environment
- Being supported and empowered to effectively achieve objectives and goals within your role
- To be treated fairly and with respect
- To be provided with appropriate training to ensure ability to effectively carry out your role
- Regular and appropriate feedback through one-to-one meetings and quarterly review and associated processes
- Having the opportunity to feedback to manager regularly and through the quarterly review process
- Adhering to all appropriate Warmworks policies to ensure consistency and fairness and health and safety of you and your colleagues

Complexity

The post holder must be able to:

- Adhere to and advocate Warmworks values
- Demonstrate flexibility and versatility

Creativity

The post holder will be required to:

- Use their own initiative where appropriate to provide the best possible outcomes

Special conditions

- Some out-of-hours, overnight stays and weekend working may be required, for which time off in lieu will be given.