



THE
LEATHERSELLERS

THE LEATHERSELLERS APPOINTMENT BRIEF FOR THE CHIEF FINANCIAL OFFICER

February 2025

Job Reference ID: FACASE

Saxton Bampfylde



INTRODUCTION

Welcome From The Master

Thank you for considering this opportunity. Whilst we are one of the oldest Livery Companies in the City of London, in recent years we have continued to evolve as an organisation, focused on a strategy that fulfils our historic purpose as a platform for opportunity. Our work is undertaken by the Leathersellers' Company, which oversees our material and cultural assets, and the Leathersellers' Foundation which advances our philanthropy.

In recent years we have sought to build on our enduring legacy to steward our assets, centred on the St Helen's Estate in the City of London which has been the Company's home since 1543, and further develop the reach and impact of the Leathersellers' Foundation. This year will see the charitable giving made by the Foundation, a modern and engaged funder, and Company reach a total of some £4 million.

Our current CFO, who will retire later this year, has been integral to advancing our work by realising the opportunity from our portfolio whilst ensuring the highest standards of governance and compliance. Looking forward, our next CFO will continue to align our systems and approaches with our work and portfolio.

We are a membership organisation guided by principles of Compassion, Endeavour and Independence, and our members are deeply involved in the development and governance of the Leathersellers; they bring a range of skills and experience and work closely with the Senior Management Team through a committee structure.

The skills and qualities required of our new CFO are outlined in the following candidate brief. We are looking forward to finding a candidate who will relish the opportunity of joining our committed and diverse team to continue the work of this very special organisation for the benefit of this and future generations.

Nicholas Tusting

Master Leatherseller, 2024–2025

THE ROLE

The Leathersellers is seeking a Chief Financial Officer (CFO). This role is at the core of an organisation based on a substantial investment and property portfolio that delivers the resources to fulfil the contemporary charitable ambition of a 600-year-old institution.

The CFO reports to the Chief Executive & Clerk to the Company (who has a background in Investment Banking and with an international NGO) and has direct responsibility for a finance team of three staff members. Additionally, the CFO acts as Secretary to the Finance and Investment Committees, and the Pension Fund Trustees, supporting their respective chairs and members. The CFO also works closely with the rest of the Senior Management Team and the Company's professional advisers.

Purpose of Post

- Responsibility for the Leathersellers' overall financial stability and development and implementation of its financial strategy in support of the Leathersellers' strategy; monitoring the performance of the investment portfolios against appropriate benchmarks; ensuring proper coordination with the management and development of the property portfolio.
- Leadership of a small finance team, overarching responsibility for: all statutory financial reporting, accounting and tax policies, to ensure compliance, and optimum arrangements for the Company and the Foundation.
- Act as Secretary to the Finance and Investment Committees, and Pension Fund Trustees, working closely with the chairs of those committees and occasional project working groups. Attending Court (board) meetings and certain other committees.

Key Accountabilities

General Management

- Assist the Chief Executive & Clerk in the management of the Company and deputise in his absence.
- Play an active role in the Senior Management Team, working collaboratively with colleagues across the Company and Foundation to deliver the work plan and strategy and manage risk effectively.
- Secretary of the Finance Committee and Investment Committees and the Pension Fund (planning; documentation; liaison with Chairs and external advisers).
- Contribution to the oversight and governance of partner organisations, for example, our associated almshouses and schools.

Finance Department

Strategy and Leadership:

- Develop and execute the Financial Strategy and Finance Policy in liaison with the Chief Executive & Clerk, Chair of Finance Committee, Finance Committee and Court.
- Lead the Finance team and ensure effective management and control of Finance Department activities.
- Develop the Finance function including the review and implementation of new systems and resources to enhance its operation.

Finance and Reporting:

- Provide accurate and timely budgeting, cash flow forecasting, financial planning, financial reporting, and clear information for effective decision-making.
- Manage the annual audit process and maintain robust internal controls.
- Ensure compliance with financial and accounting requirements, including grant making and risk management.
- Handle ad hoc projects such as Pension Fund buy-in, DCF modelling, system changes, and scenario modelling.

Administrative:

- Manage banking and payment control.
- Administer Company DB and DC schemes and medical insurance arrangements.
- Ensure payroll arrangements are correctly processed and delivered.

Regulatory:

- Ensure compliance with relevant regulations including: HMRC; Charity Commission; Pensions.
- Manage financial service suppliers' requirements, including KYC reporting.
- Liaise with professional advisers and perform/support negotiations with lending institutions.

Investment Management

- Monitor and report performance of Investment Managers.
- Manage tax recovery of withholding tax for the Company portfolio.
- Handle changes of Investment Managers as proposed by Investment Sub-Committee and approved by Court.
- Perform investment accounting for the Company, Foundation, and Pension Fund.

Property

- Liaise with Head of Property and Company Surveyor on property-related forecasts including rental and property costs and property transactions.
- Conduct financial assessments of potential tenants and tenant fit-out evaluations.
- Support routine tenant invoicing, service charge decisions, and supplier agreements.

IT and Data

- Facilitate IT development and strategy ensuring security and progression are delivered.
- Ensure day-to-day IT actions are effectively delivered.
- Act as Data Protection Representative to the Leathersellers.
- Oversee cyber security and resilience and manage cyber risks.

Key Relationships

The Chief Executive & Clerk

Court (Board) and Committee Chairs and Members

Members of the Senior Management Team

Auditors and tax advisers

Banks, fund managers and lending institutions

Actuaries

Legal counsel

Insurers

HMRC

Pension Regulator

Pension Provider

Charity Commission

PERSON SPECIFICATION

You are a qualified accountant with experience in a senior Finance role in a commercial organisation. Commercial property experience is desirable as are proven skills in project management.

We are looking for a track record of working in a measured and consensual manner and experience of working effectively with external advisers. You have a strong command of Strategic Finance including Cash, Planning, Tax and Debt Finance.

You demonstrate a daily commitment to high integrity. You are commercially astute and a strategic thinker with a practical action orientation. Collaborative in your approach, you have excellent oral and written communication skills and are a good listener. You are methodical, tenacious and patient, and an effective champion and implementer of positive change.

Importantly, you have empathy with the philanthropic mission, the culture and the heritage of the Company, recognising the advantages and opportunities of working alongside experienced members, many of whom have main board experience. You embrace challenge of operating in pursuit of long-term goals.

Required Skills and Knowledge

- Comfortable with multiple stakeholders and varied workload from high-level strategic to task-based admin.
- Ability to write papers and minutes, summarising complex issues into clear, accurate and actionable paragraphs.
- Understanding of Corporation Tax, VAT, Construction Industry Tax, PAYE legislation, and DB Pension scheme regulations.
- Knowledge of Charity law and regulations, and the impact of taxation on Charities and the Company's charitable-giving programme.

Qualification

A recognised accountancy qualification: ACA, CIMA, ACCA

Professional Experience

- At least fifteen years' post-qualification experience, a strong command of Strategic Finance including Cash, Planning, Tax and Debt Finance.
- Proven track record in a senior management role with comparable financial responsibilities.
- Commercial property experience is desirable as are proven skills in project management.
- Commercial general management experience/acumen gained in small to medium size entities, ideally with property / investments exposure.
- Charitable accounting and grant making experience desirable.

Personal Attributes

- Common sense, diplomacy, sense of humour and will do/can do approach.
- A measured, collaborative, and consensual working manner.
- Commercially astute and a strategic thinker with a practical action orientation.
- Analytical, methodical, tenacious and patient, and an effective champion and implementer of positive change.
- Unchallengeable integrity and discretion.
- A highly-motivated self-starter with strong interpersonal skills and the presence to operate at a senior level.
- Excellent oral and written communication skills as well as being a good listener.
- The patience and tact to work well within a member-led organisation.
- A team player prepared to contribute to the wider management of the Leathersellers.
- A confident outward-going person who will enjoy the Leathersellers' history and contemporary purpose.

TERMS OF APPOINTMENT

- The role will be based at Leathersellers' Hall, 7 St Helen's Place London, EC3A 6AB
- Working from home will be subject to negotiation but due to the visibility of the role it is unlikely to exceed one day a week
- The appointment will be subject to reference and medical checks
- An attractive package will be negotiated with the preferred candidate

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to The Leathersellers on this appointment. Candidates should apply for this role through our website at www.saxbam.com/appointments using code FACASE. Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is midday on **Friday 14th March 2025**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts. Trustees will also be required to undergo DBS checks.



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