

C5 is a friendly, ambitious and progressive company, with the delivery of technology for positive impact at the heart of everything we do. We recruit likeminded people who work and learn together to deliver professional technical and support services to multiple clients. And as a part of the BDO International organisation, we are able to support our clients through the entire business lifecycle with genuine global reach to support them wherever in the world they operate or invest.

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These are the principles that drive how we live and work at C5:

## **Be Original**

We are always interested in new approaches to problem-solving and people who think innovatively.

## **Be Collaborative**

We expect our teams to work together and care about the whole organisation.

## **Be Entrepreneurial No worries**

We value creative ideas, but they also need to have a commercial benefit to our business and clients.

## **Be Positive**

We look for people who drive positivity to produce solutions and outcomes that benefit our clients, ourselves, our colleagues and our industry.

## **Make an Impact**

We believe that everything you do should have a clear objective to change things for the better.

# Job Title: Chief Financial Officer

## Role profile

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### 1.1 Job purpose

The Chief Financial Officer (CFO) is accountable for the following key functions in the C5 Group business:

- Finance and treasury
- Accounting and record keeping
- Contract and risk management
- Purchasing

The CFO will have primary responsibility for planning, implementing, managing and controlling all financial-related activities including the development of financial budgets and strategies.

The CFO will manage and lead the small accounts team through high pressure periods including month-end, year-end and annual budgeting. This will necessarily involve taking a hands-on approach to managing the C5 Group's finances, ensuring that accurate financial reporting is delivered promptly to the business.

The CFO will have strong commercial acumen and excellent communication skills with all levels of staff, often having to work with the various departments directly to help them to plan and manage their budgets.

In periods of change and growth the CFO is critical, coordinating corporate finance, managing company policies regarding capital requirements, debt, taxation, equity and acquisitions, as appropriate.

The CFO will report to the C5 CEO, will be a member of the C5 ExCo and expected to work in collaboration with the parent company.

## 1.2 Main Duties

The CFO will be expected to perform any of the following tasks:

### Planning

- Assist in formulating C5's future direction and supporting tactical initiatives
- Monitor and direct the implementation of strategic business/financial plans
- Develop budgets along with financial and tax strategies
- Manage the capital request and budgeting processes
- Design and maintain performance measures that support C5's strategic direction

### Operations

- Participate in key decisions as a member of the Executive Committee (ExCo)
- Manage the Finance and Contract teams
- Oversee the business transaction processing systems
- Implement automation and operational best practices
- Develop and refine the operating model in each division
- Regular review of the rate card with the CCO and COO to maximise profitability
- Close involvement in commercial negotiations with customers
- Controlling costs and challenging expenditure when the circumstances require
- Treasury management

### Risk Management

- Understand and mitigate key elements of the Group's risk profile
- Supervise the Contract Manager to actively manage all of the Group's contracts
- Monitor all open legal issues involving the C5 Group (and industry if applicable)
- Construct and monitor reliable control systems including maintaining the delegation of authority matrix
- Maintain appropriate insurance coverage
- Ensure that the C5 Group complies with all legal and regulatory requirements
- Ensure that record keeping meets the requirements of auditors and government agencies
- Report risk issues to the CEO and ExCo and/or Board of Directors
- Maintain relations with external auditors and investigate their findings and recommendations

### Financial Reporting

- Production of regular cash flow forecasts
- Production of accurate and timely management accounts, and financial information
- Provide analysis, interpretations and projections to the management team as required
- Production of rolling 12 month budgets
- Production of annual audited financial statements

# Candidate Specification

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## 1.3 Skills – The candidate will demonstrate strong capabilities in the following areas:

- Fully qualified accountant with all levels of experience
- Excellent commercial and business acumen and experience
- Exceptional communication skills at all levels
- Strong IT skills, and awareness of relevant new technologies
- Ability to handle high levels of pressure and critical decision making

## 1.4 Attributes

- Emotionally intelligent
- Motivated and inspirational
- Positive attitude
- Collaborative
- Passionate
- Curious
- Creative
- Courteous
- Persistent
- Flexible