



POSITION PROFILE
Finance Director



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Established in 2009, Locogen is an award-winning pioneer in the renewable energy sector. Our purpose is to drive the transition to a world powered 100% by renewables. Our vision is to be a world-leading renewable energy company providing specialist consultancy advice to our clients and partners to enable them to identify, develop, build and operate renewable energy projects. We also co-invest in renewable energy projects alongside our partners to build long-term value for the business.

We focus on onshore wind, solar, energy storage, green hydrogen and low carbon heat technologies in local energy solutions that supply green energy to the grid, local consumers and communities. We deliver our services across a range of sectors including renewable energy developers, investors and portfolio owners as well as high energy consuming businesses and communities.

Our values centre around core pillars of being exceptional, creative, inspired, thoughtful and energetic. We believe that our culture is a differentiating factor and sets us apart from the rest. Many of our staff comment that the reason they enjoy working at the company is because of the culture we have developed and the character of the people we employ. Our culture has been described by our employees as: Non-hierarchical, empowering, inclusive, informal and friendly.

With a current turnover of £5m+ and circa. 70 colleagues across the UK and France, the business is now looking to double in size creating an exciting opportunity to join a highly ambitious and entrepreneurial organisation as the new Finance Director.





Job Title: Finance Director

Reports to: Andrew Lyle, CEO

Role Purpose

To lead on organisation-wide annual and long-term business and financial management, planning and reporting in support of the organisation's vision, mission, values and strategic objectives.

Duties and Accountabilities

Strategy, Business Plans and Budgets:

- Work as part of the senior management to develop the business's long-term and short-term strategy and provide the financial models to support business growth
- Develop detailed annual budgets and financial plans for each of the Group companies
- Track financial performance against agreed budgets and reforecast as required to support and adjust plans to ensure financial goals are achieved
- Review all financial plans and budgets regularly to look for cost-reduction opportunities
- Support the CEO in the delivery of the business's strategic initiatives and transactions
- Oversee the accounting operations of subsidiary companies, especially their control systems, transaction-processing operations, as well as policies and procedures
- Develop financial and tax strategies
- Develop performance measures and monitor systems that support the company's strategic direction
- Manage any third parties to which accounting or finance functions have been outsourced

Reporting:

- Manage all aspects of group statutory accounting in accordance with relevant accounting standards
- Ensure that all financial transactions are properly recorded, filed and reported
- Establish and implement financial reporting systems to comply with government regulations and legislation
- Create monthly and annual reports to identify results, trends and financial forecasts. This includes reporting monthly management accounts and providing a critical review of at least the most material items in the accounts. Managing cash flow, WIP and stock by tracking transactions and regularly reviewing internal reports is also required
- Report Key Performance Indicators (KPIs) across the business in a timely manner for senior management meetings



- Regularly report to both the CEO and management team on the progress of the Finance and Business Support teams on key projects being undertaken
- Produce working papers of high quality for external statutory and tax accountants to allow them to do their work in a timely and cost-effective manner
- Ensure statutory accounts are prepared and submitted to Companies House in accordance with reporting standards for the company and all subsidiary companies in the Group
- Maintain Company Books and report the Confirmation Statement at Companies House and all changes to the Company Books
- Conduct finance due diligence and lead on finance integration activities in relation to acquisitions and disposals
- Provide financial review and interrogation of capital expenditure proposals

Investment:

- Provide advice to the CEO in structuring investments and develop financial models to support decision-making vis-à-vis investment opportunities
- Source debt and equity finance for investment opportunities
- Establish new Special Purpose Vehicles (SPV) and joint venture arrangements for investments
- Identify tax-efficient business structures to optimise returns for partners
- Report on SPV performance and recommend dividends and distribution from SPVs

Client Projects:

- Define the standard cost models for client projects and create and maintain tools to support cost estimates and pricing
- Check and authorise project costing and pricing for new projects and prepare and update project forecasts on a regular basis, including consideration of cash, accounting and tax implications
- Provide commercial decision support to the business on pricing of bids and contracts review
- Monitor the execution of all projects to ensure that any cost overruns are flagged and controlled and that correct assessment of WIP is made each month during projects
- Ensure project managers identify and request variations to contracts when work goes beyond the scope of works

Invoicing and Collecting Payments:

- Ensure customer invoicing process is efficient including managing debtors to deliver against company KPIs
- Identify business risks to the management team as soon as possible
- Ensure that the Finance team supports the technical side of the business by providing good critical analysis of risk



Procurement, Inventory and Making Payments:

- Develop and maintain robust processes for procurement of all goods and services required by the business and manage inventory
- Oversee the creditor position and review payment runs to make sure that creditors are being paid in a timely manner to protect the business's credit score
- Ensure all staff understand and adhere to the business's procurement, purchase order and delegation of authority processes and address any shortfalls

Payroll:

- Responsible for Payroll and pensions processes and compliance, as well as the relationship with HMRC
- Reconcile the control accounts each month to make sure payments are accurate and timely and avoid HMRC fines

Assets and Liabilities:

- Report on the cash position of the business and ensure that the cash position is sufficient for the operational needs of the business
- Manage the reserve cash of the business to generate value from the cash and minimise the risk of bank insolvency
- Review the currency obligations of the business and recommend potential hedging techniques, where required
- Manage external loans and intercompany loans effectively

Tax:

- Responsible for the calculation and timely payment of the business and all UK subsidiary, VAT, corporation tax and all other tax liabilities in accordance with best practice accounting standards and legislation
- Responsible for the management and optimisation of capital allowances for the business and all UK subsidiaries in accordance with best practice accounting standards and legislation

Governance:

- Maintain an awareness of and implement accounting standards and or legislative changes
- Champion governance by providing leadership in establishing and maintaining best practice accounting processes and controls as identified in the Finance Manual
- Collaborate with auditing services to ensure proper compliance with all regulations
- Assist with the management and execution of the business risk assessment process

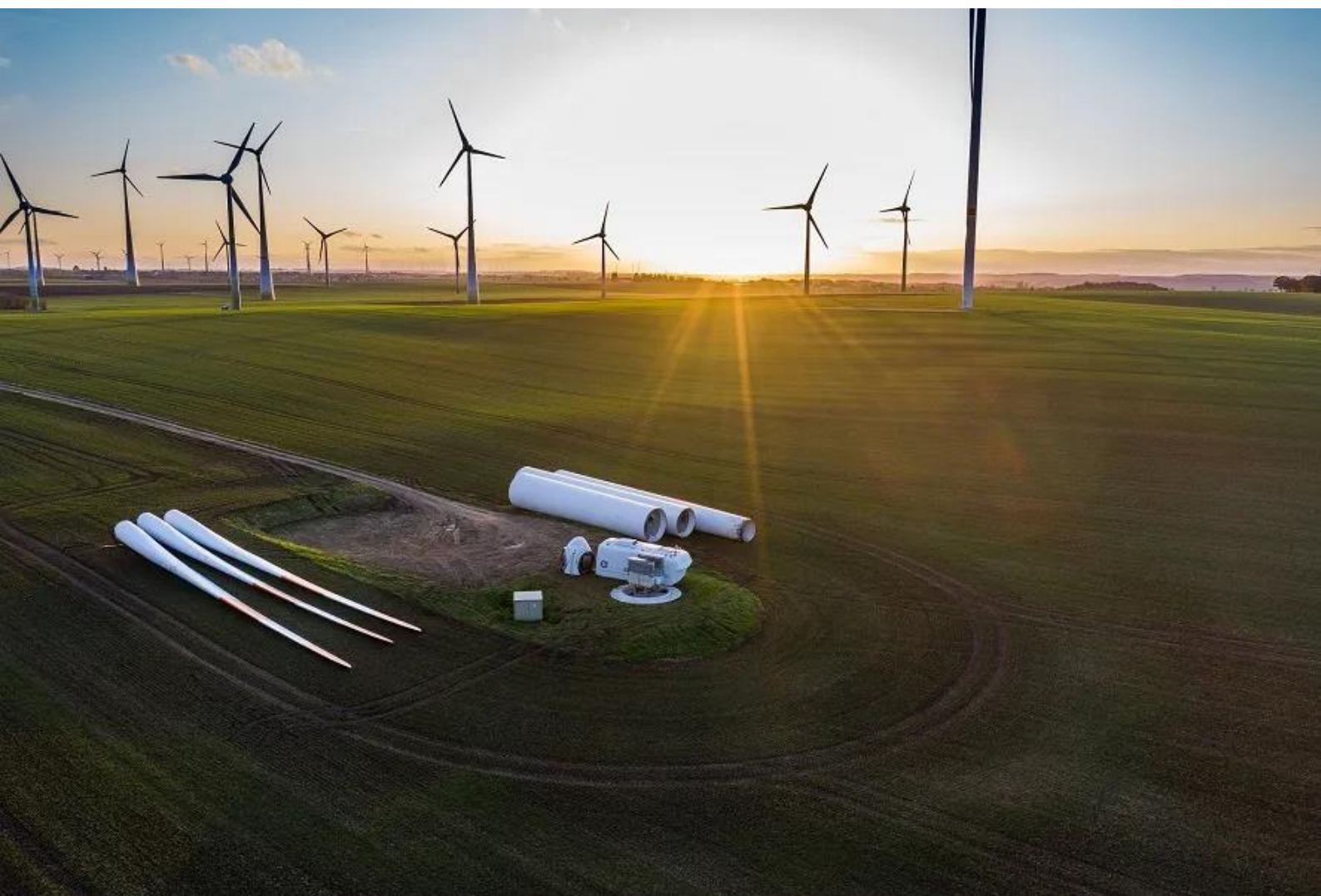


Business Support:

- Responsible for all IT systems and services in the business, ensuring they are fit for purpose
- Data Protection Officer for the business
- Provide leadership to the office services / administration team who coordinate all maintenance, reception and facilities services
- This role is responsible for Health and Safety of the Locogen group, ensuring compliance and a positive health and safety culture across all functions of the business

Leadership:

- Promote a high-performing culture by leading and developing the finance team consistent with the Locogen culture





Key Candidate Requirements

- Professionally qualified accountant with excellent technical accounting skills
- A tax qualification would be an advantage
- An MBA postgraduate degree would be an advantage
- Experience of being trained in a professional services firm and post-qualified experience in a commercial organisation, ideally working within a small to medium sized company
- Previous line management experience is required. Experience in managing a multi-disciplinary team would be an advantage
- Experience in delivering high-quality financial standards in accordance with accounting standards
- Experience in implementing robust financial controls, processes and procedures
- Experience in structuring investments, ideally in renewable energy projects
- Experience in sourcing debt and equity finance for opportunities
- Experience in implementing new IT Finance system solutions would be an advantage
- Experience in overseeing HR and / or IT functions would be an advantage

Key Skills:

- Numeracy
- IT skills, including Excel
- Knowledge of relevant accounting standards, VAT and tax legislation

Key Behaviours:

- Decisive
- Analytical
- Attention to detail
- Strong influencing and negotiation skills

Leadership Competencies:

- **Set a Vision:** think strategically; set ambitious goals; create & execute effective plans
- **Inspire Teams:** lead by example; build amazing teams; develop talent
- **Grow the Business:** show good business judgement; drive quality & results; continuously improve



Salary: Attractive package commensurate with background and experience required for the role

Location: Stockbridge, Edinburgh



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The Recruitment Process

- The search and selection process of this assignment is being managed by advising consultant, Will Dodds
- Selected professionals will then be invited to interview with selected shareholders and stakeholders, including the CEO
- All third-party applications, enquiries and direct approaches to Locogen will be referred to Rutherford Cross