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POSITION PROFILE

Head of Finance and
Operations



The Company	3
The Role	4
The Individual.....	5
Remuneration & Recruitment Process	6





Thomas Robinson Architects was founded in 1999 by the Directors Tom Robinson and Fiona Robinson. Over the last 20 years, the business has honed its architectural skills, and gained new ones, such as Passivhaus accreditation and conservation accreditation. They have also learned the role of Executive Architect, but their core mission has always been to create sustainable, beautiful, and effective buildings which enhance the lives of their clients.

Thomas Robinson are established award-winning Glasgow architects working throughout Scotland. They specialise in creating exceptional buildings, from modern and traditional residences to building conservation projects, and innovative commercial developments. Their skill is in coupling imaginative exterior design with stylish functional interiors while combining light, open space, sustainable building design, texture and colour to outstanding effect. Whether they are preserving a church or designing a large private house, they strive for sustainable building solutions within customers' briefs and budgets.

Thomas Robinson Architects can manage any project from inception to completion, making the process as straightforward as possible. They also act as executive architects for concept architects and project managers who are based outside of Scotland and would like a Scottish architect for their project.





Job Title: Head of Finance and Operations

Reports to: Director

Background to Current Opportunity

Thomas Robinson Architects are performing very well, and the business is experiencing consistent growth. With exciting new projects in the pipeline, it has been decided now is the optimum time to recruit the newly created role of Head of Finance and Operations.

Reporting to one of the Founding Directors, this is a unique role where one of the key focuses will be managing the Project Finance and Project Operations processes for the business. These two key processes involve the assessment of how much time is spent on each project, the cost of the time, the cost of the time relative to the progress of the project and the cost of the time relative to what has been invoiced. This role will be responsible for planning and managing this whole process and taking corrective action (e.g., managing project delivery to meet turnover and profit targets).

The role will be based at Croftamie, which is around 16 miles from Glasgow and 23 miles from Stirling. The business anticipates this role being worked on a 4-day basis.

Main Duties – Operations:

- Planning, managing, and monitoring project delivery in liaison with directors and senior architects according to project programs and cashflow targets
- Planning, managing and monitoring current and future resources in liaison with directors and senior architects as part of the operations process

Main Duties – Finance:

- Forecasting project fees and assessing and monitoring project profitability
- Forecasting practice-wide fee revenue and monthly reporting
- Monitoring and projecting pipeline revenue
- Close monitoring of debtors and reporting on aged debt
- Managing the invoice process alongside the administrator
- Managing and reporting on project profitability data
- Controlling the timesheet process with the support of the Finance Assistant
- Managing financial transition to Deltek (practice management software)
- Supporting the management accounts process along with the Accountant and Bookkeeper
- Monthly cashflow reporting alongside the Bookkeeper
- Managing the Finance Assistant and Operations Assistant
- Communicating and managing the fee relationship with clients



Thoughts on Preferred Candidate

The successful candidate will be either a fully qualified accountant, or a qualified by experience accountant. As one of the main focuses of this role is the Project Finance element, it would be highly advantageous if the candidate has experience in this area and has worked within a commercial environment supporting the management of projects. You will also be required to have strong leadership, organisational, communication and interpersonal skills. The post holder will be expected to work both autonomously and contribute as an integral part of a dynamic team.

In future, this role will drive forward the streamlining of the Project Finance process, which would involve transferring data for projects from one system to another. It would therefore be highly advantageous if candidates had experience working on a data / systems migration or implementation as part of their finance duties.

Qualifications and Experience:

- A fully qualified accountant – CA / ACCA / CIMA or Qualified by Experience accountant
- Experience in Project Finance and working in a commercial environment
- Cashflow planning experience
- SME business experience and ability to be flexible
- Project profitability analysis experience
- Strong Business Partner - ability to build long-term relationships with non-financial stakeholders
- Proactive approach
- Highly analytical and results-focused
- Strong leadership skills and experience





Salary: An attractive salary is on offer in line with skills and experience for the role

Location: Office is based in Croftamie



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The Recruitment Process

- Initial interviews are with our retained advisors at Rutherford Cross
- Second-stage interviews will involve an informal discussion with the Directors
- Final stage interviews will involve a competency-based interview and an online assessment
- Applications should be sent to Hazel Wynn at Rutherford Cross: hazelwynn@rutherfordcross.com