



MAKING MOVES

FINANCE DIRECTOR

MAKING MOVES LONDON – PART-TIME – CONSULTANT (2 DAYS A WEEK)

OVERVIEW:

Making Moves are a commercial property consultancy based in Shoreditch. Our team comprises of 34 current employees with a view to grow the team extensively over the next five years. We are continuing to shake up the commercial property industry, with our modern approach to advising occupiers on their office move strategies across Central London. Our award-winning approach to the process has seen us be recognised as one of the Best Places to Work 2024 by the Sunday Times.

Making Moves London is made up of various departments Office Agency, Office Disposal and Professional Services (Project Management, Building Surveys and Dilapidations). We're now on the lookout for an experienced and motivated Finance Director. The Finance Director will be responsible for overseeing the financial operations of the company, ensuring the alignment of financial strategies with business goals, and driving financial planning and analysis. The Finance Director will work closely with the CEO and other senior executives to shape the overall strategic direction of the company.

We're not an ordinary property company, so we only hire extraordinary people. We're on the lookout for a motivated, forward-thinking individual who is eager to take on responsibility and challenge themselves.

THE ROLE AND RESPONSIBILITIES:

- **Overseeing Accounting Practices:** Collaborate with external accountants to ensure the correct accounting practices are utilised for the business.
- **Budget Creation:** Support the creation of budgets for all departments.
- **Financial Performance Management:** Manage financial performance on a quarterly basis against projections.
- **Management Accounts:** Present monthly management accounts to the board.
- **Cash Flow Management:** Coordinate and manage the business's cash flow.
- **Tax Management:** Manage tax liabilities and create effective tax plans for upcoming years.
- **Investment Advice:** Advise on investments and interest accounts.
- **Board Advisory:** Advise the board on dividend strategies for shareholders. Advise the board on large financial decisions within the business, such as commission structures, EMI schemes, and new departments.
- **Economic Research and Analysis:** Coordinate with an external financial analyst to identify economic trends and key market indicators which could impact the commercial property industry and Making Moves.



MAKING MOVES

- **Strategic Financial Leadership:** Develop and execute financial strategies that align with the company's business objectives. Provide strategic recommendations to the board. Identify and implement opportunities for financial growth and efficiency.
- **Financial Reporting:** Ensure timely and accurate preparation of financial statements in compliance with regulatory requirements. Oversee internal and external financial reporting processes. Present financial reports to the board of directors, executive team, and stakeholders. Forecasting with current CRM.
- **Risk Management:** Develop and implement risk management policies and procedures. Identify and mitigate financial risks. Ensure compliance with legal and regulatory requirements.

WHAT WE'RE LOOKING FOR:

- **Qualifications:** Chartered accountant with extensive experience working with small to medium-sized businesses.
- **Knowledge and Understanding:** Strong knowledge of corporate finance, accounting principles, and financial regulations. Understanding and experience dealing with the challenges small businesses face as they grow.
- **Strategic Vision:** Proven experience in aligning financial strategies with long term business objectives.
- **Time Commitment:** Ability to dedicate 2 days a week, including face-to-face meetings in the Making Moves office.
- **Desirable Experience:** Experience of advising companies within the property industry is desirable but not essential.
- **Integrity:** Uphold the highest standards of ethical conduct and transparency.
- **Communication:** Strong ability to work with cross-functional teams and stakeholders.
- **Adaptability:** Thrive in a fast-paced, dynamic business environment.
- **Additional skills:** Exceptional analytical, strategic thinking, and problem-solving skills.

DIVERSITY AND INCLUSION:

At Making Moves, we are dedicated to advocating for and implementing systemic change within the property industry. Our goal is to be leaders of innovation, building a team that is truly representative of all sections of society.

We encourage candidates from all backgrounds, experiences, and abilities to apply, even if you don't meet every qualification listed. We believe that a diverse range of perspectives strengthens our team and helps us drive meaningful change.

If you need any accommodations or adjustments during the application process, please let us know, and we will be happy to assist.

Read our full policy on [our website](#).



MAKING MOVES