



JOB PROFILE

Job Title:	Commercial Director
Department:	Standard Financial Plc (Retail)
Accountable to:	Chief Executive and the board as defined below

Job Purpose:

To provide leadership and direction to the Retail division of the Group, comprising of Financial Investments fund management, Pensions Administration and Financial Private Clients advisory operations. To act as Company Secretary and oversee the Internal Audit function.

Main Duties:

Retail and Fund Management

- To develop the fund management and IFA business (retail division) function in accordance with the objectives and vision of the Group, and draw up business development strategy proposals for the Chief Executive's and Board's approval
- To monitor and review this strategy on a regular basis and report back to the Chief Executive and Board on progress towards the strategic priorities, and to be accountable for the results
- To analyse performance and maintain and develop market position as a result
- To develop an effective customer service strategy and promote a visible culture of customer service within the retail divisions
- In conjunction with the Financial Director use financial and other resources effectively to set budgets and forecasts for on-going operations and projects, meet targets within budget, work with the Chief Executive and Board to secure effective resources and monitor and evaluate the use of resource

Internal Audit and Risk

- To lead the Internal Audit department and to review and monitor the risk register of the Group with the Finance Director
- Internal audits of departments under the Commercial Director's control will be managed by other directors
- To ensure there is regular and effective reporting direct to the Board on internal audit and risk matters

Company Secretarial

- To organise, prepare agendas for, and take minutes of Board meetings, Board committee meetings and annual general meetings
- To maintain statutory books, including registers of members, directors and secretaries
- To deal with correspondence, collate information and write reports, ensuring decisions made are communicated to the relevant company stakeholders
- To advise Board of the legal and governance implications of proposed policies
- To monitor changes in relevant legislation and the (non-FSA) regulatory environment, and taking appropriate action

- To develop and oversee the systems that ensure the company complies with all applicable codes, as well as its legal and statutory requirements

General governance

- To ensure that the Group achieves the TCF consumer outcome 1 “Customers can be confident that they are dealing with a firm where the fair treatment of customers is central to the corporate culture”
- To maintain effective systems and controls within the areas of responsibility and work with the board of directors to achieve effective corporate governance
- To hold the Financial Services Authority (FSA) Controlled Function CF1 Director

Qualifications:

- Educated to degree level. Financial services related or financial/analytical qualifications beneficial. Qualified to act as Company Secretary in a public limited company

Skills:

- A portfolio of management skills in commercial disciplines
- Good strategic planning skills and the ability to translate strategic plans into reality and to ensure delivery and performance
- Strong and proven leadership and motivational skills with evidence of a commitment to attainment of good practice
- Skilled in people management, a team player with the ability to establish and maintain good working relationships with all contacts and colleagues
- An in-depth understanding of the ‘treating customers fairly’ cultural requirements as set by the FSA.
- High level of oral and written communication skills and personal presentation skills
- Ability to present an argument persuasively, negotiate successfully and influence the decisions of others
- Reliable, a sense of responsibility and self reliant

Experience:

- A successful career and employment record showing evidence of progression to a senior management position in a commercial environment
- Involvement in the development of strategy, policies, business planning and financial management.
- Effective management of staff
- Demonstrable experience of developing and implementing Business Development strategy
- Experience in acting as Company Secretary