

Want to help  
shape the moments  
that matter?

Acteon

---

# Director of Finance & Resources

**We're looking for an exceptional person to join our award-winning team in central Cambridge to support the management of our finances, HR, facilities and administration. If you enjoy working with numbers as well as helping people and organisations flourish, we'd love to speak to you.**

**Acteon** creates communication and learning to help people flourish. That means helping them make better choices, work more efficiently, be safer, embrace diversity, develop their skills – whatever it is that makes them, and their organisations, more successful.

We work with our clients to understand the specific objectives that underpin success and then use communication and learning to drive the positive behaviour change that delivers them. Our solutions work because they are aligned with the context, culture and values of individuals and the organisation.

## Who we are and how we work

Acteon is a limited liability partnership, owned and led by four partners who are all active practitioners within the business. Our business has grown significantly in the last ten years. Existing clients come back to us time and again for engaging and effective programmes and innovative technology. We pride ourselves on the great relationships we build with our clients, and our ability to exceed their expectations. That strength is rooted in quality – the quality of our work, and the quality of the working experience. We have a very strong reputation within our industry and have won multiple national industry awards. New growth opportunities are strong.

Our in-house team of 60+ colleagues includes specialist consultants, designers, developers and more. We are based in a delightful office in central Cambridge, close to the Grafton Centre and Midsummer Common. We work in an informal structure and keep hierarchy and management to a minimum. It's a working style we really value but which requires colleagues to be mature, cooperative and self-directed. Our local team work at least three days out of five in the office, with more distant colleagues attending regularly. We have a firm belief in the value of working alongside each other to help us develop in our roles and as a team. We hold frequent get-togethers to share information and test new ideas and we organise social events throughout the year. We encourage the use of public transport, but we do also have limited parking, and we offer an annual service to those on bikes.

## The role

The Director of Finance & Resources will work closely with their fellow directors to deliver a successful business strategy so that we can continue to flourish and grow. They will lead, take part in and support decision-making across the organisation, as well as working 'hands on' to deliver a range of key tasks. Our current Director of Finance & Resources retires in June.

---

## Key responsibilities of this role will include:

### Financial management

- Managing the accounts team and overseeing the day-to-day bookkeeping, including the adoption of efficient and effective financial policies and procedures across the company;
- Preparing annual budgets and regular financial reports to support decision-making;
- Managing cashflow and liaising with our bankers to manage cash reserves;
- Preparing and planning for the annual audit and producing the annual accounts;
- Agreeing sales targets, internal rates and associated costs for client services;
- Managing our established project management system to support the client teams in tracking client job details, billing, time worked, project costs and progress against fees.

### HR and payroll administration

- Setting HR policies and procedures in line with latest legislation/best practice;
- Administering all employment-related documentation including job offers, contracts and variations;
- Supporting managers with employment issues, taking external advice as required;
- Managing the monthly payroll process and liaising with HMRC on any related issues;
- Administering the company pension scheme in consultation with our external advisors;
- Managing and administering the various employee benefit schemes in place;
- Working with the Head of People & Culture to promote a positive and supportive working environment.

### Facilities management

- Liaising with the landlord and their agents on all lease obligations and rent reviews;
- Ensuring that the premises, facilities and equipment are kept in a good state of repair;
- Having responsibility for health & safety policy and procedures in line with legislation;
- Overseeing the day-to-day catering provision and annual social events programme;
- Being responsible for IT support arrangements and IT procurement;
- Managing a full-time Office Manager and a full-time IT Systems Support Administrator.

### Governance and administration

- Making a valuable contribution to the strategic direction of the company including the setting of aims and objectives, scenarios and key decisions to further our success;
- Taking an active role in directors' meetings, setting agendas and keeping minutes of all key decisions;
- Acting as Company Secretary for the company and any associated companies registered with Companies House;
- Overseeing contracts with external providers and taking part in negotiations and resolutions as necessary;
- Ensuring that the company is suitably protected through the adoption of a range of insurance policies;
- Overseeing the adoption of a data protection policy for employee data and ensuring that all procedures relating to the use of employee data are followed correctly by all partners and employees.

---

## What we're looking for

We looking for an exceptional person to join our management team and lead the financial and operational side of the business, so that we can continue to flourish and grow. They will have:

- experience operating at a senior level, taking an active role in strategic decision-making;
- a thorough understanding of management accounting and experience preparing accounts for audit;
- experience of managing an accounting team and setting detailed financial policies and procedures;
- practical experience of managing facilities, preferably including premises;
- a good understanding of information technology and data management;
- effective project management skills with a keen eye for meeting objectives;
- sound knowledge of current employment legislation and HR best practice;
- a sensitive and supportive approach in all personnel matters;
- experience of corporate governance and company secretarial responsibilities;
- excellent administrative skills with great attention to detail;
- the ability to communicate effectively with a range of stakeholders;
- an enthusiasm for new challenges and the ability to motivate and inspire others.

This role is full time and requires a minimum of three days a week at our office in Cambridge.

## What we offer

As a member of a small company, you'll have the chance to influence the development of Acteon and to contribute to and share in our success.

The role will give you the chance to work with independence, whilst still having the guidance and support from our external finance, HR and IT consultants. We offer a salary of c. £65k related to capability and experience, a contributory pension scheme, life assurance, dental plan, gym membership and 25 days annual holiday (in addition to statutory holidays). In successful years we make bonus payments.

### Making your application

If you think you're the person we're looking for, we'd love to hear from you. Please send your CV with a covering letter describing how your skills and experience match our needs.

Submit your application by email to [recruitment@acteoncommunication.com](mailto:recruitment@acteoncommunication.com)

Closing date: **Monday 10 March 2025.**

No agencies please.

Acteon designs and delivers blended learning to help organisations flourish. We craft creative solutions that make a real and lasting change for our clients. We provide support for strategy & design, change communication, e-learning, blended learning, mobile, video, animations, workbooks, gamification, coaching tools and learning management.

Acteon is a multi-award winning agency with an international reputation for quality and innovation.

[acteoncommunication.com](http://acteoncommunication.com)

**Acteon**