



PROPERTY  
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FINANCIAL

## POSITION PROFILE

# Chief Financial Officer



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Aberdein Considine is a leading full service independent Law Firm with over 450 staff and 19 offices throughout Scotland and England, including the cities of Aberdeen, Edinburgh, Glasgow, Dundee, Perth, Stirling and Newcastle.

The Firm provides services to businesses, lenders, organisations – public and private sector – as well as private individuals. We have a track record of achieving success for our clients and have built strong relationships with clients and organisations stretching back many decades. Our business comprises of four main divisions – Estate Agency, Legal, Financial and Volume Lender Services.

We are Scotland's largest Solicitor Estate Agent, with offices across Scotland offering a full range of Estate Agency, Property Letting and Conveyancing Services. Our lawyers are recognised in the Legal 500 and Chambers for their breadth and depth of knowledge, expertise and sound commercial advice. We are lawyers that clients can relate to – a professional yet friendly service, knowing when to listen and when to lead with a modern approach. The best outcome for our clients is at the heart of what we do.

Aberdein Considine is currently a £30M+ turnover business having doubled in turnover and staff numbers in the past six years. On 1st November 2022 the Firm will move from a traditional Partnership to an LLP. A merger in Edinburgh completed on 4<sup>th</sup> May 2022 and there are further growth plans across the divisions over the next five years.

The Chief Financial Officer (CFO) role is a crucial hire for the Firm to strengthen the Board and support the Managing Partner.





<b>Job Title:</b>	Chief Financial Officer (CFO)
<b>Reports to:</b>	Jacqueline Law, Managing Partner
<b>Location:</b>	Flexible but ideally Aberdeen as there is an expectation of spending a significant amount of time at our Headquarters but travel to our other 18 sites may be required, particularly Edinburgh, Glasgow and Newcastle.

## Position Overview

The role requires an experienced CFO to work closely with the Managing Partner, Board and the wider team. The CFO will be expected to positively impact the business by:

- Positively developing and nurturing relationships with the Aberdeen Considine Partnership
- Delivering a strategy for sustainable growth – increasing revenue and profit inorganically
- Driving new innovations and improvements to current operations
- Reviewing customer journey and experience
- Bringing further diversification to the current client portfolio and service offering
- Continuing to expand, empower and develop a high performing team

## Key responsibilities include:

- Provide leadership for the Board's Finance and Accounting strategy, optimising the company's financial performance and strategic position
- Take overall accountability for the success of the company's accounting function, including all management/financial reporting, Compliance (FCA, Law Society of Scotland and SRA), budgeting and forecasting activities
- Contribute fully to the development of company strategy across all areas of the business, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets and business drivers
- Reviewing of legal/commercial contracts where appropriate
- Work closely with the Partners and Directors to ensure pricing, tenders and terms are bid at an acceptable margin
- Ensure that company financial systems are robust, compliant and support current activities and future growth
- Lead, support, develop and mentor a finance team that will be fit for purpose both now and as the business grows
- Ongoing development of the monthly board pack including the preparation and presentation of financial information, value-added commentary, KPIs and analysis to help the board understand better and improve the performance of the business



- Work with senior teams across the business, formulating strategies and plans to support future growth. This includes refreshing current financial models and KPI management
- Play a key role in all corporate finance, acquisition and business integration projects
- Management of the legal entity structure as the business grows and conversion to LLP
- Responsibility for the company cash management policies and performance
- Work closely with Operations to ensure best performance and efficiencies
- Ensure that the regulatory requirements of all statutory bodies are met
- Management of corporation tax, payroll , VAT in conjunction with external advisors
- Establish a high level of credibility and manage strong working relationships with external parties including customers, suppliers, bankers, lawyers and investors
- Manage cash collection and debt recovery
- Hold the position of Compliance Officer for Finance and Administration (COFA) with the SRA (England & Wales)





## Essential Experience & Knowledge:

The Group CFO position requires a professionally qualified, high calibre accountant who possesses a proactive and commercial approach to financial management. The incumbent will need to be someone with the genuine desire to drive value. The role requires a range of leadership and stakeholder management skills, along with the ability to add value and drive positive change. The individual should be strategically focused but also “hands-on” to ensure the accurate delivery of financial information, especially in the short term as the business scales. It is highly likely the individual will have operated in another entrepreneurially led business going through rapid growth.

A summary of the key candidate requirements are as follows:

- An experienced and appropriately qualified finance professional with a proven track record of success within a similarly challenging role
- A dynamic, driven and proactive leader who thrives in a progressive, entrepreneurial and professional environment
- Experienced in working with a Board, building their confidence in the reporting, financial modelling, processes/controls
- Successful track record of driving financial and operational efficiencies within a highly complex, multi-site business
- Willing to take ownership for driving performance across the business, seeking involvement and engagement in all value drivers as appropriate
- A strong relationship builder who will challenge and collaborate internally and externally
- Extremely strong commercial acumen with the skills to input positively into commercial contracts, customer/supplier relationships and any other drivers that can boost financial performance
- A strategic thinker with an open and flexible mindset who can execute key decisions in a balanced way, effectively assessing the risk versus opportunity equation
- The ability to look at the bigger picture in terms of strategy and implementing actions in the interest of ensuring prosperity for the business and all its people
- A track record of decisively managing business issues against challenging timescales and successfully delivering against business objectives and financial plans in a calm, confident and positive manner
- The ability to challenge conventional thinking, have demonstrable experience of either step-changing mature propositions or introduction of new concepts and working practices
- Previous responsibility within a high growth business, navigating the integration of multiple acquisitions whilst maintaining firm culture
- Enjoys working in a fast paced, rapidly changing environment
- A strong leader who excels at building high performing, motivated teams, building a high-performance culture and maintaining positive and productive working relationships
- Assesses situations quickly and resolves issues decisively with a delivery focused mindset
- Experience within a related sector would be advantageous but not a prerequisite



## Attributes & Behaviours

- Strong leadership qualities, someone who can bring order and focus to complex situations
- Results orientated and highly organised, someone with a strong drive, and a sense of ownership to deliver against firm objectives
- Collaborative leadership style and strong aptitude for teamwork across the partnership
- Have executive presence, with the gravitas and ability to influence with credibility, facts and judgement. Inspires confidence internally, externally and at board level
- Skilled in ability to influence and effect change by achieving buy-in both internally and externally
- Ability to challenge others to think differently and the courage to test the status quo and, as appropriate, try unconventional things if they will deliver exceptional results
- Must be adept at handling ambiguity and be able to shift gears when necessary to address opportunities and issues as they arise
- Target driven and results focused individual, with a strong analytical approach
- Innovative and creative
- First class relationship management skills, with a clear ability to forge strong partnerships and trust across a wide range of internal and external stakeholders
- High emotional intelligence, someone who will balance results orientation with empathy and people skills
- Able to demonstrate a high level of personal and professional integrity with a non-egotistical approach and not a political individual
- Exceptional oral and written presentation skills; effective negotiating ability
- Commitment to the business in terms of time investment and travel required, the individual must be physically visible to the staff, Directors and Partners in office locations
- A sense of humour, passion for work and life are essential



An attractive package is on offer, commensurate with background and experience required for the role. The salary, bonus package, and other benefits will be competitive to market terms.



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## The Recruitment Process

The recruitment for this position is being managed by our advising consultants, Livingston James. Interested candidates should contact Sophie Randles of Livingston James in the first instance.

Initial interviews will be held with Livingston James. Next steps will involve meeting with key stakeholders within Aberdeen Considine. Details of this process will be provided to successful candidates. Please expect a multi-stage process including presentation and potential psychometric testing.