

Job Description & Person Specification



Job Title	Interim Head of Finance
Reports to	Managing Partner
Locations	London (Hackney Wick)
Contract	Fixed Term Contract (Maternity cover)
Salary	£75,000+ per annum (<i>Dependent on experience</i>)

HTA Design is a practice of creative designers and innovative thinkers dedicated to making great places to live, being a great place to work, and ensuring we are the most sustainable practice we can be.

We work across the UK, and internationally, with over 200 staff based mostly in our five studios in London, Edinburgh, Manchester, Bristol and Nottingham.

We are architects, masterplanners, landscape architects, planning consultants, interior designers, graphic designers, leaders in engagement, and sustainability specialists, all working in collaboration to design great projects for the clients and communities we serve.

Our aim is always to create great places to live and to achieve this we believe we need to create a great place to work. We develop the careers of our people through a planned programme of learning and development, within a nurturing, supportive and inclusive environment.

We ensure we are profitable so that we can share the rewards through remuneration and staff benefits, and have a transparent vision for practice succession, so that all members of the team can plan career progression to share in ownership and management.

HTA is a certified B Corporation, reflecting the practice's long-term commitment to maintaining high standards of social and environmental performance, accountability and transparency.



Interim Head of Finance



JOB PURPOSE

The Interim Head of Finance will lead and oversee HTA's financial management and strategy, serving as a key advisor to the Board and Partners. You will ensure the provision of timely, accurate, and insightful financial intelligence to drive effective decision-making at the highest levels of the company.

You will be responsible for upholding robust financial controls, ensuring statutory and regulatory compliance across the business and our international entities, while proactively driving continuous improvement in financial processes and reporting frameworks.

Providing strategic financial counsel to the Managing Partner and Board, you will lead on all audit and tax compliance matters, oversee payroll and pension arrangements, and inspire and manage the Finance Team to ensure the seamless, efficient, and effective delivery of all financial operations during this pivotal maternity cover period.

KEY RESPONSIBILITIES

Leadership and Team Management

- Leading, managing, coaching, and developing the Finance Team to ensure high performance and continuous professional development.
- Setting clear objectives for the team and monitoring delivery against agreed priorities.
- Promoting a culture of accountability, continuous improvement, and excellent internal service delivery.

Financial Strategy and Board Support

- Acting as a trusted advisor to the Managing Partner and Board, providing strategic financial insight and guidance.
- Preparing and presenting high-quality Board reports, including financial performance analysis, forecasts and key risk indicators.
- Contributing to strategic planning, financial modelling and long-term business planning.
- Advising on financial risks, opportunities and operational efficiencies to support sustainable growth.

Financial Management and Reporting

- Overseeing the preparation of accurate and timely monthly management accounts with meaningful analysis and commentary.
- Overseeing the budgeting and forecasting processes, including working closely with budget holders and challenging variances where appropriate.
- Monitoring financial performance, cash flow and working capital, ensuring appropriate controls are in place.
- Developing and enhancing financial reporting frameworks to provide clear insight into business performance.

Interim Head of Finance



KEY RESPONSIBILITIES CONTINUED...

International Group Accounting

- Overseeing financial reporting and compliance requirements for international entities within the Group, including a new entity in Australia.
- Ensuring appropriate consolidation of Group accounts where required.
- Managing relationships with overseas advisors and ensuring compliance with local statutory and tax regulations.

Audit and Compliance

- Leading the year-end process, including preparation of statutory accounts and acting as the primary contact for external auditors.
- Ensuring compliance with all relevant financial, statutory and regulatory requirements.
- Maintaining and continuously improving financial controls, policies and procedures.
- Overseeing Partner tax compliance and liaising with external tax advisors as required.

Payroll, Pensions, and Partner Affairs

- Overseeing the accurate and timely processing of payroll, including review and reconciliation processes.
- Ensuring compliance with pension regulations and managing relationships with pension providers.
- Overseeing Partner remuneration processes, tax reserve calculations and related compliance obligations.

Operational Finance Oversight

- Maintaining oversight of purchase and sales ledgers, credit control and cash management activities, with support of the management accountant.
- Ensuring effective credit control procedures are in place to manage working capital and minimise risk.
- Driving efficiencies through system improvements and finance process automation.

Financial Performance and Analysis

- Providing detailed financial performance reporting, identifying trends, risks and opportunities.
- Undertaking financial analysis to support investment decisions, cost management initiatives and business cases.
- Developing meaningful KPIs and dashboards to enhance financial visibility across the company.

Other

- Working collaboratively with colleagues across the wider practice to support operational and strategic objectives.
- Taking proactive responsibility for continuing professional development and maintaining up-to-date technical knowledge.
- Leading or contributing to ad-hoc financial projects, research and strategic initiatives as required.
- Undertaking any other reasonable duties consistent with the seniority of the role.



ORGANISATIONAL RESPONSIBILITIES

Where appropriate, all HTA staff are required to:

- Understand, demonstrate and apply our workplace Values: Creativity, Collaboration, Commercial Value, Care for each other and Continuous Improvement.
- Establish good working relationships with both internal and external clients and provide a high-quality service which meets their needs.
- Take ownership of, and contribute to, internal and external communications activity both in their job role and as part of HTA's overall strategic objectives.
- Promote and develop individual and company-wide activities which support and enhance environmental sustainability and health and safety objectives.
- Demonstrate a personal commitment to embracing and promoting a positive approach to the achievement of acceptance, openness, inclusion, and equality of opportunity at work for people from disadvantaged and under-represented groups (i.e. such as those with disabilities, LGBTQIA+ and Black, Asian and Minority Ethnic communities).
- Comply with HTA's Data Protection Policies when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of the company.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.



PERSON SPECIFICATION

Qualifications and Experience:

- Professional accounting qualification (ACA, ACCA, or CIMA).
- 10+ years of relevant professional finance experience with a proven track record in a senior leadership capacity.
- Significant experience in financial strategy, including business planning, financial modelling, and providing decision-support to Board-level stakeholders.
- Experience of managing international group accounting, statutory reporting, and multi-jurisdictional tax compliance (including Australia).
- Proven experience in leading, coaching, and developing high-performing finance teams.
- Experience in overseeing payroll, pension arrangements, and complex partner remuneration/tax structures.

Essential skills and knowledge:

- Ability to act as a trusted advisor, using data-driven insights to inform strategic decisions and support sustainable business growth.
- Comprehensive knowledge of statutory accounts, year-end audit processes, and internal control frameworks.
- Advanced Excel skills are essential; high level of IT literacy with the ability to leverage technology to enhance reporting and process efficiency.
- Strong grasp of working capital management, credit control, and cash flow forecasting.
- Ability to contribute to the broader business strategy, managing project teams and representing the firm's brand through high-quality output.
- A proven leader who manages, and develops staff, fostering a supportive workplace.
- Skilled in setting clear objectives, providing constructive feedback, and proactively managing performance to ensure high productivity.
- Acts as an inclusive leader who bridges gaps between diverse individuals, promotes equity, and creates an environment where team members feel valued and empowered.
- Polished, persuasive, and clear; able to translate complex financial data into meaningful insights for non-financial stakeholders.
- Ability to build and maintain strong, collaborative internal and external relationships (including overseas advisors, auditors, and Partners).
- Role models openness, sharing information clearly and succinctly to ensure alignment across the firm.
- Ability to thrive in a fast-paced environment, responding effectively to changing priorities while maintaining a calm, professional manner.
- Handles confidential and sensitive information with absolute discretion and in full compliance with GDPR and professional ethics.
- A self-starter who consistently goes above and beyond direct responsibilities to meet long-term objectives and drive company success.