**Job Description Template: Head of Finance**

Position: Head of Finance  
Position Type: Full-time  
Department: Finance  
Reports to: [Name/Title]

**About Us**

[Company Name] is a leading retail brand committed to [briefly describe your company's mission or vision]. Renowned for delivering exceptional products and services, we are seeking an experienced and strategic Head of Finance to lead the financial function within our dynamic retail environment.

**About the Role**

As the Head of Finance at [Company Name], you will play a pivotal role in shaping the financial strategy and overseeing the financial operations of our retail division. You will lead a talented finance team, ensuring accurate financial reporting, strategic financial planning, and compliance with industry standards.

**Key Responsibilities:**

* Develop and execute financial strategies to support the overall business objectives of the retail division.
* Lead the financial planning and analysis for retail operations, including budgeting and forecasting.
* Provide strategic insights and recommendations to senior leadership based on financial analysis.
* Oversee the preparation of monthly, quarterly, and annual financial statements for retail operations.
* Collaborate with cross-functional teams to align financial goals with operational strategies.
* Ensure compliance with accounting principles, industry standards, and company policies.
* Manage and mentor a team of finance professionals, fostering a high-performance culture.
* Work closely with external auditors and internal stakeholders during the audit process.
* Monitor and report on key performance indicators (KPIs) relevant to retail financial goals.
* Participate in strategic planning sessions, contributing financial expertise to decision-making.
* Evaluate and implement financial controls and procedures to enhance efficiency and accuracy.

**Qualifications and Skills**

* Proven experience as a Head of Finance or similar role in the retail industry.
* [Add required and desirable qualifications]
* Strong financial analysis and strategic planning skills.
* Excellent leadership and team management abilities.
* Proficiency in financial software and Microsoft Excel.

**Person Specification**

We are seeking a dynamic and results-driven individual with a passion for finance and leadership within the retail sector. The ideal candidate will possess the following attributes:

* Financial Acumen: Strong financial analysis skills with a deep understanding of retail financial metrics.
* Leadership: Proven ability to lead and mentor a team of finance professionals.
* Strategic Thinking: Ability to develop and implement strategic financial plans.
* Communication: Exceptional verbal and written communication skills.
* Collaboration: Ability to work collaboratively with cross-functional teams.

**What's in It for You**

* Competitive salary and benefits package.
* Access to [specific perks, training, or additional benefits your company provides].
* Opportunities for professional development and career advancement within a reputable retail brand.
* A positive and collaborative work environment.

**Additional Information**

Joining [Company Name] as the Head of Finance means being a key player in shaping the financial success of our retail division. We offer a dynamic and supportive work environment where your contributions are valued and recognised.

*This job description is a generic template and can be customised to align with the specific needs and values of your company.*