TREASURY EXCELLENCE AS STANDARD

Chief Financial and Operating Officer

Association of Corporate Treasurers (ACT)

Recruitment information pack

Welcome from Annette Spencer, Chief Executive

Dear candidate,

Thank you for your interest in joining the Association of Corporate Treasurers (ACT) as our next Chief Financial and Operating Officer (CFOO).

The ACT exists to support and develop treasury professionals throughout their careers, set high professional standards and ensure the voice of the real economy is heard by regulators, policymakers and employers. We are the only treasury association to hold a Royal Charter, and today our community includes around 5,000 members and students across the UK and internationally. ACT members and students work within 79% of FTSE100 companies, which gives some indication of the reach of the profession we serve.

We have been through a significant period of development over the past few years. Following the challenges of the Covid pandemic, the ACT has rebuilt its reserves to a healthier financial position and we are now approaching the end of our current three-year strategy. Through this strategy we have focused on developing what we offer members and students, including more flexible qualifications, new treasury apprenticeship pathways, greater digital access and new ways for members to connect with us and each other. Levels of engagement from our members and partners across the treasury community have strengthened.

Against that backdrop, this appointment represents an important succession for us.

Our current CFOO, Clive Emerson, will retire next year after eight years with the ACT. Clive has been an outstanding colleague and a stabilising and collaborative influence within our Executive team. We have deliberately given ourselves time to find his successor and provide a meaningful handover. I want the person joining us to benefit from the foundations already in place while having the space to establish their own relationships and contribute their own thinking.

As CFOO, you will be one of five Executive leaders and a close strategic partner to me personally. Finance is central to the role, alongside responsibility for HR, ICT, data and facilities. You will also work closely with our Council and Audit, Risk & Appointments Committee, providing the analysis, judgement and constructive challenge that support good decisions.

We are a relatively small organisation, so the breadth of Executive leadership here matters. On any given day, our conversations can move from the next organisational strategy or financial planning to a practical issue affecting colleagues right now. I will be looking for a CFOO who is comfortable switching modes seamlessly and who sees their responsibility as extending across the ACT, rather than stopping at the boundaries of their own functions.

You will need to be a qualified accountant with strong financial leadership experience, but I am equally interested in your wider experience and your judgement, how you build trust and how you work with others. The ability to support and challenge thoughtfully, understand different perspectives and make proportionate decisions will matter greatly.

I hope this pack gives you a good introduction to the ACT, our work and this role. If you can see how your experience could contribute to what we are building, I very much hope you will consider joining us.

Kind regards,

Annette Spencer
Chief Executive
Association of Corporate Treasurers

About the ACT

The Association of Corporate Treasurers (ACT) is the professional body for treasurers and related roles in the UK and internationally.

Treasury sits at the heart of successful organisations. Treasurers help businesses understand and manage financial risk, secure funding, maintain liquidity and make informed decisions about investment and growth. In an increasingly complex and uncertain world, that role has never been more important.

Our purpose is to set standards and qualifications in treasury, support and develop treasurers throughout their careers, and ensure the voice of the real economy is heard by regulators, policymakers and employers.

Put simply, we are here to help treasury professionals be the best they can be, and to strengthen the profession they are part of.

A profession with real influence

The ACT was founded in 1979, at a time when volatile financial markets and growing international trade were changing the way organisations thought about financial risk.

A small group of practitioners recognised that treasury was becoming a profession in its own right and that it needed a professional body to support its development.

More than four decades later, our reach is international. We have around 5,000 members and students across 81 countries, with ACT members and students working within organisations of every size and across virtually every sector. In the UK, our community reaches into 79% of FTSE 100 companies.

In 2013, the ACT was awarded a Royal Charter. We remain the only professional treasury association to hold one, reflecting both the standing of the profession and our responsibility to work in the public interest.

Educating, supporting and leading

Our work spans the professional journey, from someone considering treasury for the first time through to some of the most experienced treasury leaders in the world.

We educate.

Our internationally recognised qualifications, training and learning programmes provide a professional pathway into treasury and support people as their careers develop. Our competency framework helps define the technical, business and behavioural skills modern treasury professionals need.

We support.

Membership of the ACT provides access to knowledge, professional development, insight, events and a global community of peers. We bring people together to exchange ideas, share experience and navigate both the opportunities and challenges facing the profession.

We lead.

We provide an independent and informed voice for corporate treasury. Through our policy and technical work, research and engagement with government, regulators and other institutions, we make sure the perspective of businesses and the real economy is understood when important decisions are being made.

Underpinning all three is our commitment to high professional standards and integrity.

Looking to the future

Treasury itself continues to evolve.

The profession is responding to geopolitical uncertainty, new technology and AI, changing capital markets, cyber risk, sustainability, new forms of payment and growing expectations of finance leaders. At the same time, organisations increasingly recognise that the best treasurers contribute far beyond the traditional boundaries of finance. They are strategic advisers, problem-solvers and important partners to boards and executive teams.

The ACT needs to evolve alongside the profession.

Our strategy for the coming years focuses on four connected priorities:

- evolving our membership structure so that the ACT continues to meet the changing needs of the treasury community
- ensuring our qualifications are modern, relevant and accessible to a new generation of treasury professionals
- strengthening treasury in the UK while extending the ACT's international reach and relevance
- increasing our influence as the voice of the corporate and finance world

This means thinking carefully about what our members and students will need from us in the future, how people want to learn and engage, and how technology can help us provide a better experience.

It also means making choices about where the ACT can have the greatest influence and ensuring that, internally, we have the systems, resources and ways of working to support those ambitions.

The organisation behind the profession

While the ACT has an international reach and an important external profile, at its heart we are a relatively focused organisation with people working across qualifications and learning, membership, events, policy and technical insight, marketing, commercial partnerships and our central operations.

That creates a working environment where different parts of the organisation need to connect.
The experience our members, students, customers and partners have of the ACT depends not only on the quality of our professional expertise, but on everything behind it. Strong financial stewardship, good governance, thoughtful use of technology, effective systems and processes, and an environment where colleagues can do their best work all matter.

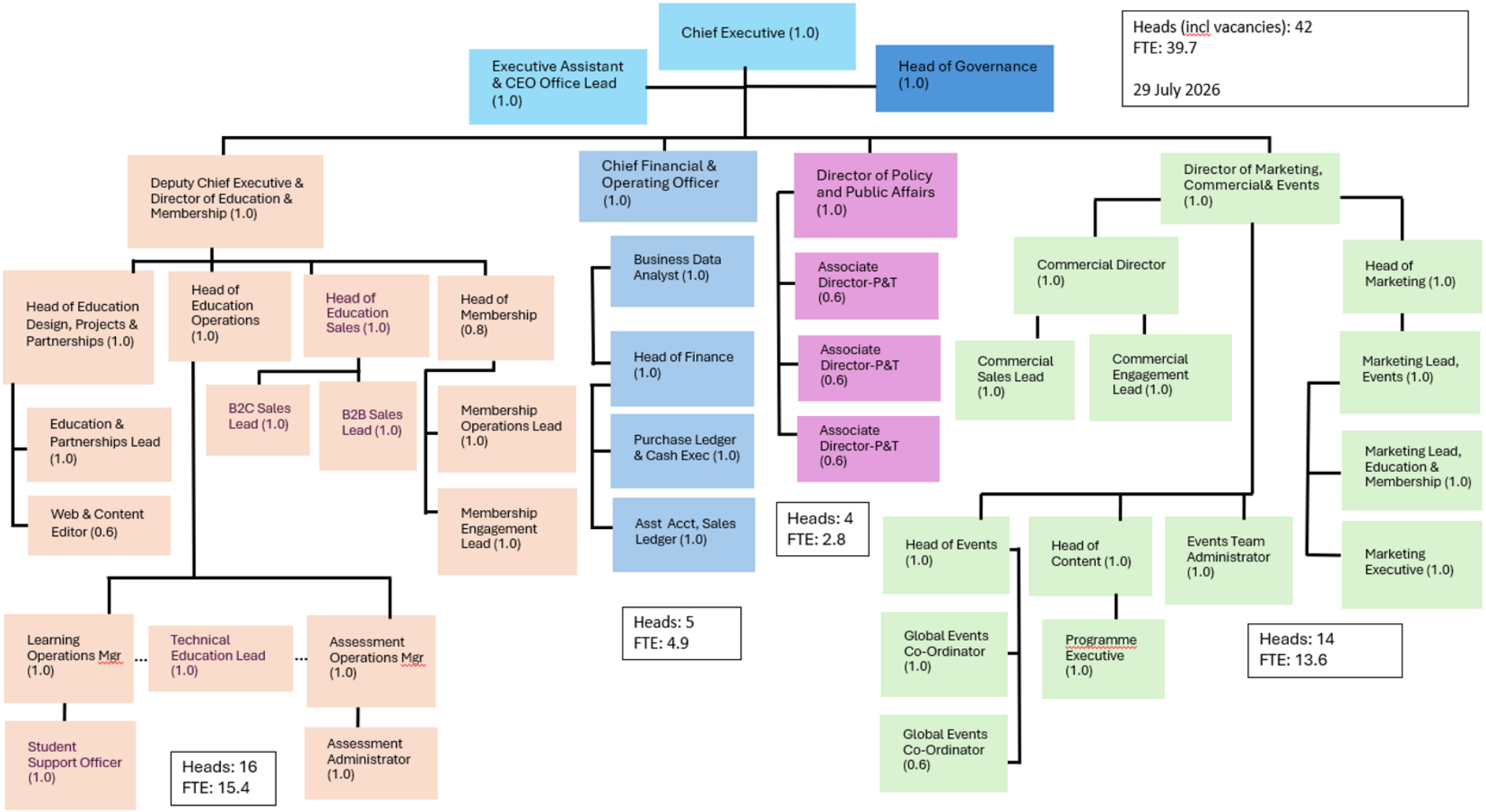
As the ACT continues to evolve, we want to combine the heritage and credibility of a Chartered professional body with the curiosity and adaptability needed for the future.

For someone joining us now, that creates an opportunity to contribute to an organisation with a proud history, a strong sense of purpose and an important role in shaping the future of an international profession.

For more information about the ACT:

- Our website
- Strategy
- Group Financial Statements - Dec 2025

All staff structure



Job description

Role: Chief Financial and Operating Officer

Reports to: Chief Executive Officer

Location: London, with hybrid working. Regular presence at ACT's offices at 10 Lower Thames Street London EC3R 6AF will be expected.

Contract: Permanent, full-time

Salary: £100,000 to £110,0000, depending on experience

Benefits:

- Employer pension contribution of 8% (no employee contribution required)
- Non-contractual staff bonus scheme of up to 5% of salary
- 30 days' holiday / Additional non-contractual Christmas leave / All England bank holidays
- Vitality healthcare for employee and family
- Employee Assistance Programme

Main role:

A key member of the Executive team and a strategic partner of the CEO, the CFOO leads finance and other professional support services, including HR, ICT, Data/MI, and Facilities.

The CFOO is responsible for the financial stewardship of the ACT, including providing financial insight and reporting to stakeholders as appropriate. An important participant in the decision-making and strategy processes, the CFOO ensures that decisions are made with sufficient analysis and rigour.

With responsibility for HR, the CFOO also ensures HR compliance and provides guidance, obtaining external expertise where required. The CFOO leads the ICT function and manages the ICT managed service provider.

A visible and trusted leader, the CFOO manages relationships with staff, Executive colleagues and Council (including committees).

Duties and responsibilities:

1. **Council, ARAC & Executive Committee**
   - Member of the Executive Committee, providing advice, analysis and constructive challenge.
   - Demonstrates leadership and cabinet responsibility.
   - A visible and trusted partner to Council and ARAC. Attend meetings: report and advise on all aspects of role.

2. **Finance**
   - Responsible for financial controls of the ACT.
   - Coordinate reporting, budgeting and forecasting.
   - Provide analysis and insight to facilitate decision-making and strategy setting.
   - Manage tax compliance.
   - Manage the Finance team via the Head of Finance.

3. **HR & Organisational Matters**
   - Work with the Chief Executive and the Executive Assistant and CEO Office Lead to coordinate HR and organisational matters for the ACT.
   - Ensure compliance with HR law and good practice, utilising external advisers as required.
   - Manage payroll.

4. ICT & Data

- Ensure ICT service and resilience is suitable, proportionate and cost effective.
- Challenge, review and maintain ICT controls that are suitable, proportionate and cost effective.
- Manage ICT managed service provider.

5. Risk

- Work with Head of Governance to ensure that risk is assessed, documented and managed. To include presentation of risk to Council and ARAC.

6. Strategy

- Play a key part in the overall strategic development of the ACT, working closely with other colleagues, and providing financial input, challenge and support.

7. Facilities

- Work with the Executive Assistant and CEO Office Lead to provide suitable office accommodation, taking into account demand and cost.

Personnel, resource planning and relationship management:

- Run and develop the finance, HR, ICT, Data/MI & Facilities functions.
- Close working relationship with CEO, Deputy Chief Executive and other ExCo colleagues.
- Key relationships with President, Vice President, ARAC Chair, Council Officers, Council & ARAC members.
- Close liaison with ACT staff.
- Source and manage relationships with key suppliers and specialist service providers.
- Undertake other tasks as may be reasonably requested.

Person specification

Key skills and experience:

Qualifications

- Qualified accountant
- Evidence of continuing professional development in finance, HR, ICT & risk.

Experience

- Senior level experience in finance roles.
- Experience of leading functions other than finance e.g. HR & ICT.
- Experience of not-for-profit organisations / membership organisations.
- Experience of managing complex HR issues.

Skills & behaviours

- Excellent judgement, discretion and integrity; trusted advisor to CEO, Council and ARAC.
- Superb written standards for board papers; and ability to coach others.
- Stakeholder management, diplomacy and the ability to balance support and challenge.
- Organisation and delivery discipline able to manage peaks around meetings and filings.
- A recognised 'business partnering' approach, with a passion for understanding the business.

How to apply

We are a warm and welcoming company to work for. As a not-for-profit membership organisation, we're focused on delivering the best in education, events, training, resources and information for the treasury community.

We largely work remotely, although we do have access to modern offices located near several mainline and tube connections. We are a highly regarded and proactive organisation, with an active membership.

Peridot Partners is supporting the ACT on this recruitment campaign. Peridot is an executive search recruitment business transforming leadership and inspiring change with organisations that have a social purpose.

For details of how to formally apply and the recruitment timeline, please visit:

www.peridotpartners.co.uk/jobs/chief-financial-and-operating-officer-association-of-corporate-treasurers/

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