



APPOINTMENT OF CHIEF FINANCIAL OFFICER

CANDIDATE APPOINTMENT BRIEF

MAY 2020



Saxton Bampfylde



“Sedex is a global membership organisation dedicated to driving improvements in ethical and responsible business practices across global supply chains.”

ABOUT SEDEX

Sedex Ethical Data Exchange (Sedex) is a global member-owned organisation dedicated to driving improvements in ethical and responsible business practices across global supply chains.

As one of the world's leading organisations for helping companies manage responsible sourcing, we operate a collaborative online platform that allows our members to collect and share responsible sourcing data and identify risks in their supply chain. Our collaborative approach allows buyers and suppliers to share and exchange data, helping to better manage their social and environmental performance, and implement measures to protect people, the environment and their business.

We pride ourselves on being community-led. Our tools and services are used by around 60,000 members in 180 countries. We work across 35 industry sectors, including food, agriculture, clothing and apparel, packaging, chemicals and construction. Sedex is also home to SMETA (Sedex Member Ethical Trade Audit), one of the most widely used social audit methodologies in the world. Our four pillars of labour, health & safety, environment and business ethics guide our goal to protect human rights and enhance environmental sustainability.

We aim to unravel the complexity of supply chains and responsible sourcing, to drive transparency throughout global business, and empower responsible supply chains. This drives our purpose - to make it simpler to do business that's good for everyone.



15
Years



60,000
Members



180
Countries

Collaboration is the centre of all our work

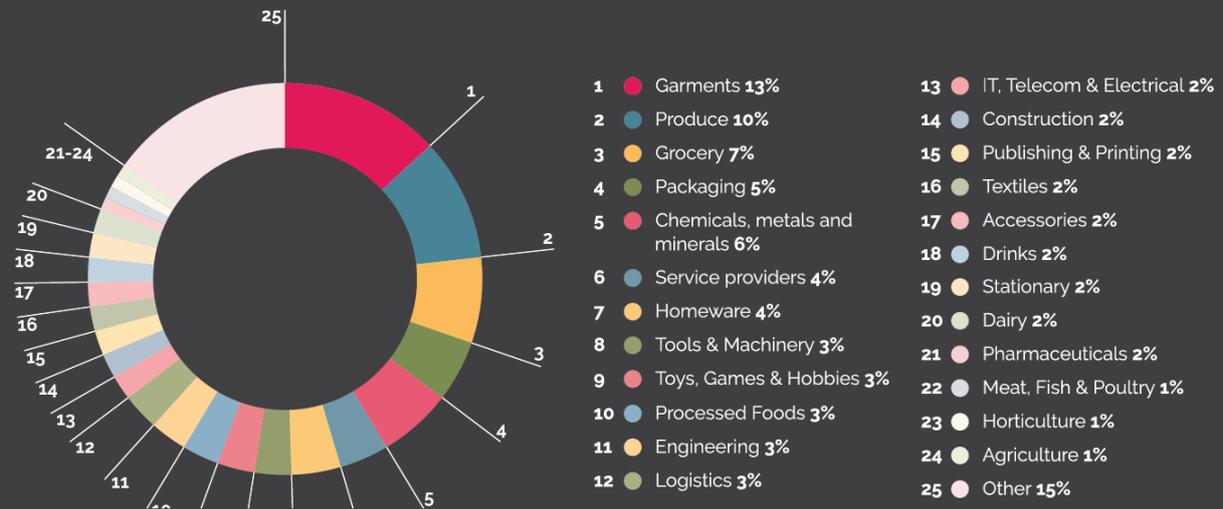
Sedex is unique in that it is a community-led organisation with members driving the conversation for the future needs of the industry. We work in partnership with many of the world's most recognisable brands and thousands of factories, producers and industry experts.

Working with the right standards, information and technologies, we believe that business can shape the future of global trade to have an increasingly positive impact worldwide.

Where we work

Put simply, our purpose is to make it simpler for our members to do business that's good for everyone. Our members form a global community of leaders who believe in ethical and responsible business practices. Our membership is truly global, spanning a broad range of sectors:

Sedex member represent over 35 industry sectors



Global spread of Sedex members

Sedex members reach across the entire supply chain, with over 50,000 members in 155 countries. We have offices in London, Santiago, Shanghai, Sydney and Tokyo.



Asia	27141	46.4%
Europe	19442	33.3%
North America	4264	7.3%

South America	2972	5.1%
Africa	2628	4.5%
Oceania	1873	3.3%



Sedex Tools and Services

We help members bring together many kinds of data, methodologies and certifications about their supply chain. This shared information is uploaded onto our platform, creating transparency about issues affecting the supply chain. Companies can run reports to make better-informed business decisions, driving sustainability and continuous improvement across their supply chain at an international level.

Working across four pillars, we support our members to improve workers' rights, environmental sustainability, health and safety and business ethics (such as anti-bribery and corruption) throughout each tier of their supply chain.

Sedex provides tools that enable our members to easily gain visibility and report on their supply chain, manage risk and proactively tackle responsible sourcing issues. Our tools are based on our cycle of continuous improvement, which provides members with guidance for becoming a responsible business and continually make improvements.

Sedex Advance is our online data exchange platform enabling buyers, suppliers and auditors to store, share and report on supply chain information.

Self-Assessment Questionnaire (SAQ) is a set of questions that enables suppliers to complete a self-assessment of their site. A supplier will complete the questions with information about their company policies, safety standards, working conditions, and environmental, energy and waste management. The SAQ is industry specific, and only needs to be completed once and it imbedded in Sedex Advance. This means that a supplier can then share one questionnaire with multiple customers, reducing duplication. The SAQ generates a score which helps members identify their overall risk level.

SMETA is an ethical auditing methodology. It provides best practice guidance and ethical audit techniques, to help auditors conduct high quality audits for responsible business practice. SMETA provides a common audit report format and corrective action plan. SMETA is based on the Ethical Trade Initiative base code and local laws in the country an audit is conducted.

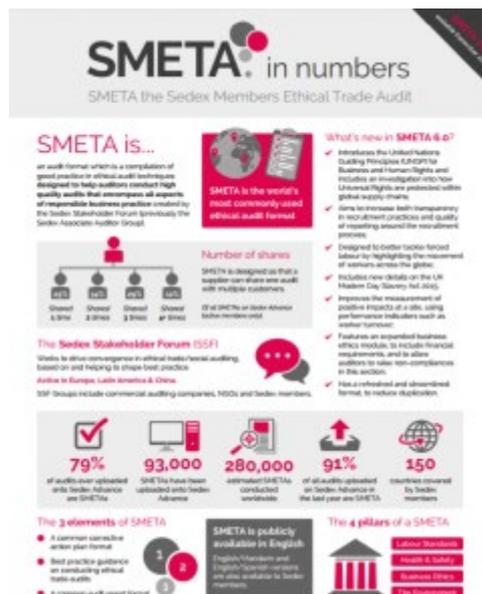
Sedex e-Learning is an interactive online platform that gives members access to a wide range of sustainability resources and training modules. It provides flexible and easy to use educational tools and resources in one central location. This will help companies prepare for a site audit and understand their customers' needs. Sedex e-Learning was launched in 2018 to replace the Knowledge Hub.

Risk Assessment Tool and **Forced Labour Indicator Report** provide companies with a risk score of the likelihood of risks in the supply chain and evaluate suppliers.

Data Monitor provides bespoke reporting, allowing members to produce and export graphs, charts and reports about supply chain performance.

We have also launched new tools, including the **Sedex Member Directory**, the **Worker Wellbeing Assessment** and the **Offline Audit Tool** for auditors.

Sedex Services provide members with support using our tools, connecting with suppliers and identifying areas of improvement in to be a responsible and ethical business. Services include expert information, supplier engagement, ethical trade advisory, training, leading industry events and account management.



The Sedex Stakeholder Forum

As part of leading a collaborative community, we convene the Sedex Stakeholder Forum (SSF), which brings together leaders from across the ethical trade and responsible sourcing industry to tackle the challenges they face and solve issues collaboratively.

The SSF is a successful group that enables brands, auditors and stakeholders to have a voice, and work together on root causes and industry-wide challenges. The SSF is a unique forum where various stakeholders convene to collaboratively push the boundaries of good practice in continuous improvement approaches.

The group has input in the ongoing development of our auditing methodology, SMETA and other Sedex tools. The SSF is made up of working groups, which include brands and retailers, NGOs, industry experts/associations and monitoring firms, that are significantly involved in ethical trade auditing. It is currently active in the UK, China and Latin America.





Governance

We aim to unravel the complexity of supply chains and responsible sourcing. This drives our purpose to make it simpler to do business that's good for everyone. Corporate governance is how Sedex is directed and controlled to help fulfil that mission.

Sedex is incorporated in the UK as a Company Limited by Guarantee. As a membership association Sedex operates for the mutual benefit of all its members. We offer three membership types for buyers, buyer/suppliers and supplier organisations. Certain auditor group companies are also eligible to have an account with Sedex.

Sedex Team

Sedex is made up of a dynamic group of individuals with a passion for responsible sourcing and commitment to delivering service excellence. Our employees are strong team players, who are quality driven and bring energy, ideas and pride to their work. As part of our culture, we strive to create an environment where smart, collaborative, responsible and motivated people succeed.

Sedex is headquartered in London, UK, with a regional office in China, Latin America and Australia employing c.100 staff.

For more information please visit our website <https://www.sedexglobal.com/>



THE ROLE

Sedex is an international organisation going through a period of ambitious transformation and growth, aiming to triple revenue over the next five years. The finance function – and thus the CFO – has a crucial and demanding role to play in driving and executing this growth strategy. The CFO role is wide-reaching: they will be empowered to own and lead the finance platform, leading a dedicated finance team and supporting M&A activity. Candidates will be outstanding financial and commercial leaders, bringing an entrepreneurial and enabling mindset as well as a breadth of experience.

Reporting to and working hand-in-glove with the CEO, the CFO is responsible for the finance strategy, overall financial management, business analysis and reporting, ensuring ongoing viability and a secure financial future in line with the organisation's status, mission and values. You will provide strategic and operational financial advice and information to the Chief Executive, the Board of Directors and the Executive team and develop and maintain financial and investment strategies. You will also have responsibility for overseeing and developing all financial systems, controls and processes, and managing the annual audit process and risk assessment.

KEY OUTPUTS

Financial Management and Compliance

- Design and delivery of a 5-year financial strategy and plan at Group and individual company level
- Oversee and be responsible for the preparation and submission of all statutory financial accounts, returns and reports as required by investors/funding bodies and Companies House including the financial element of the annual report
- Develop procedures across the Group to support the preparation of monthly management accounts, forecasts and other financial and non-financial reports
- Compile and present reports to the Board including management accounts and financial plans, explaining all significant variances to all relevant stakeholders, in accordance with agreed timetables
- Prepare an annual budget within a five-year financial plan for approval by the Board
- Oversee and monitor budgets and costs of any project work including capital projects
- Ensure that the financial and management accounting systems for Sedex Group Companies are implemented effectively, up to date and support all accounting and reporting needs throughout the Group
- Develop and maintain appropriate financial regulations and work with budget holders to ensure compliance

- Maintain systems and procedures that ensure financial transactions are recorded and reported accurately, and that all financial controls are operating effectively
- Ensure that the Group maintains an effective payroll system and function, including compliance with legislation in all global sites
- Oversee the preparation of reports and returns as requested/required on payroll payments including PAYE, VAT, expense payments, national insurance, pensions and any other relevant payments
- Liaise with auditors and implement audit requirements and recommendations throughout the Group
- Research and complete funding bids to external bodies to maximise the resources for Sedex
- Ensure that tax obligations are discharged correctly and effectively
- As a risk owner, review and maintain the Sedex risk register in relation to financial risks
- Report on all financial and compliance matters to the CEO and Board as required
- Develop and manage the cash/treasury management policy – both day to day and strategic deposits to ensure maximum returns for the organisation within the policy constraints
- Remain up to date on best practices in finance, business systems and internal control measures

Strategic Management & Business Planning

- Key member of the Board and Executive Management Team setting the overall direction and strategy of Sedex and act as a role model in support of organisational purpose, vision, values, objectives and behaviour
- Provide outstanding leadership to the finance team
- Provide support, guidance, challenge and information to budget holders
- Ensure that Sedex makes best possible use of all resources through effective planning
- Promote and embed a culture of high performance, aligned to Sedex's values and behaviours, embedding customer related performance standards and ensuring key performance targets are achieved
- Promote positive employee relations and a culture of high performance to ensure staff feel motivated and supported to perform to their potential
- Develop and ensure effective implementation of strategy for areas of responsibility
- Align functional strategies to overall business strategy
- Represent the Executive in providing international exposure to Sedex strategic topics and initiatives
- Lead on recruitment and career development of team members, identify skills gaps and key dependencies within the team and augment with near and offshore development partners where appropriate
- Ensure the continuous development, training and progression of all the members of the team

KEY ACHIEVEMENTS AND DELIVERABLES

In the first twelve months in post, the successful candidate will have:

- Established themselves as the right-hand person of the CEO and a built a strong, trusting relationship with the Board
- Put strong plans in place across the Group to mitigate and manage the impact of COVID-19
- Brought clarity to Sedex's financial strategic planning and, vitally, to how it will execute its strategy
- Building on Sedex's already strong financial position, negotiated an investment facility for Sedex to successfully deliver its growth strategy, and negotiated with existing providers of debt
- Introduced excellent management accounting across the organisation
- Become recognised as a key leader within Sedex, fully up-to-speed with – and adding real value to – the finance function and strategic direction of the business



PERSON SPECIFICATION

Experience

- Educated to Degree level or equivalent experience
- Qualified accountant and equivalent business experience
- Previous experience of running a finance function including payroll, PAYE, NIC, VAT, Payments, banking arrangements, accounts preparation and audit and other accounting transactions, adhering to proper controls and processes
- Significant demonstrated experience of preparation of management and annual accounts, business analysis and management information and the development, maintenance and monitoring of management information systems and procedures
- Preparation and management of proposals for external funding/investment
- Demonstrated experience and understanding of P&L and Cash Flow Analysis and reporting and trend analysis and forecasting
- Experience of liaison with external auditors and management of an annual audit process
- Proven leadership and management experience in the areas of strategic planning, analysis and organisational development
- Previous Board experience desirable (either executive or non-executive)
- Mergers and Acquisition experience desirable, including having successfully completed transactions from start to finish

Skills and knowledge

- Knowledge of financial regulations and key strategic finance reporting
- Proven leadership and ability to motivate teams and orchestrate resources
- Ability to challenge the status quo and drive constant improvement in process
- Commercial with strong intellectual skills and a track record of innovative thinking, analysis and practical activity
- Ability to plan and manage at both strategic and operational levels
- An open and participative style with excellent leadership/communication skills
- A mission-driven, team player approach; and a desire to make an impact and difference
- Demonstrable drive, determination, self-motivation and action orientation needed to be successful in working with short deadlines – twinned with the ability to get into the detail as appropriate.
- An understanding of group accounting and of international accounting, including transfer pricing and foreign exchange transactions

TERMS OF APPOINTMENT

The role is based at Sedex's global head office in central London.

This is a senior appointment in the organisation and appropriate remuneration will be negotiated with the preferred candidate

We want our staff to reflect modern society in all its diversity and positively encourage applications from suitable qualified candidates regardless of sex, race, gender and/or disability.

HOW TO APPLY

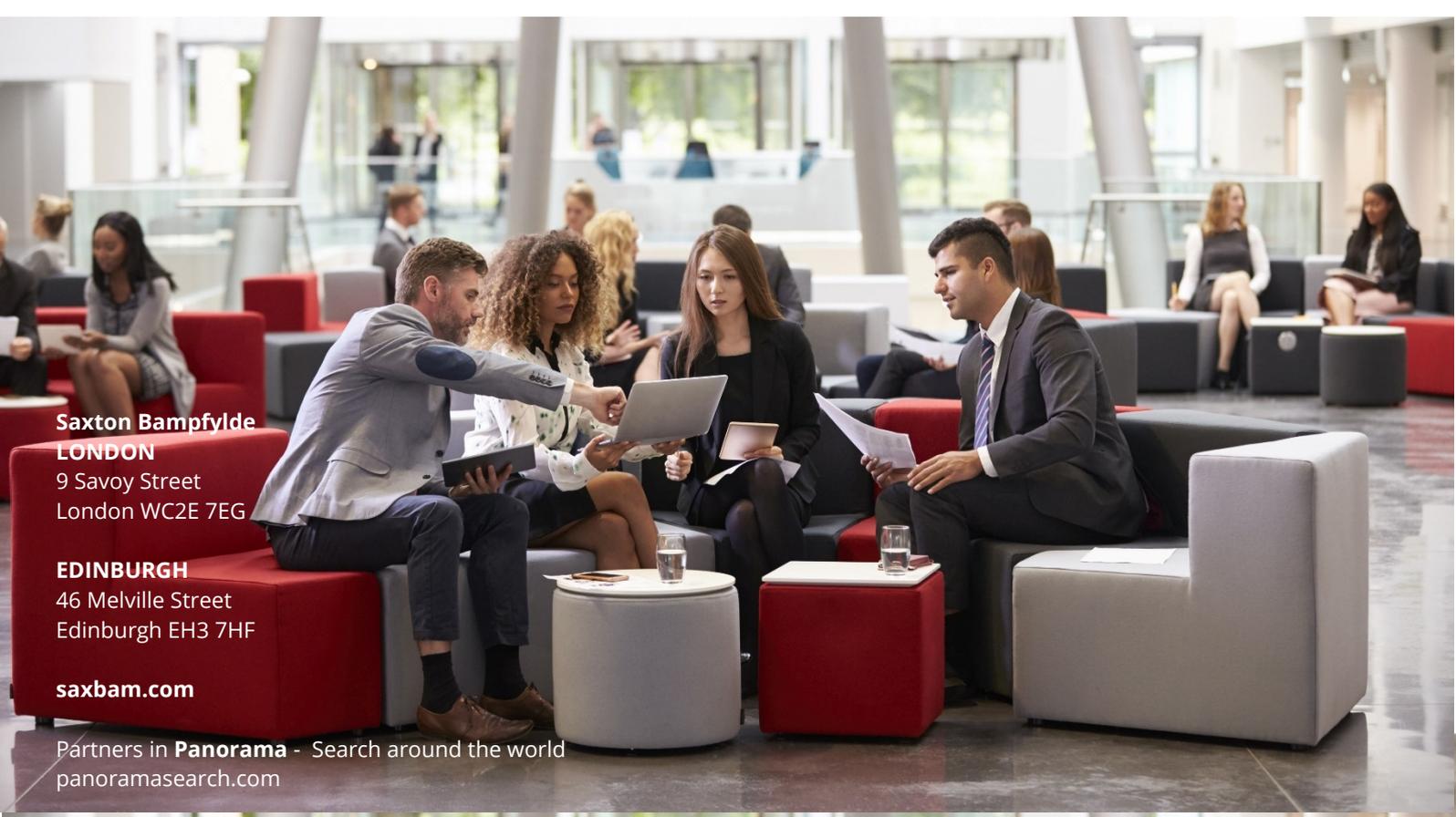
Saxton Bampfylde Ltd is acting as an employment agency advisor to Sedex on this appointment.

Candidates should apply through our website at www.saxbam.com/jobs using code **HABAKF**.

Click on the **'apply'** button and follow the instructions to upload a CV and cover letter.

The closing date for applications is **noon on 1 June 2020**.

Full details of the process will be shared with candidates in advance.



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