
Head of Finance

Job Description

Reports to: Chief Finance Officer

Company Core Values

At Widgit, we're proud to be a purpose-driven software company. Putting people before profit, we're committed to making a positive difference to the communities we serve, and the planet we call home.

Our core values of integrity, kindness, and quality shape everything we do. Whether we're designing symbol-supported resources, supporting schools, or working together as a team, we expect everyone to reflect these values in their day-to-day work.

Being a Certified B Corp means we believe business should be a force for good. We want our work to have a lasting, positive impact, not just for those we work with now, but for future generations too. That's why we aim to operate with care, respect, and consideration for others, in everything we do.

We ask all team members to bring a positive, thoughtful attitude to their work, both inside and outside the office, so we may continue to grow a culture we're proud of and make a real difference through our products and practices.

Job Purpose

The role of Head of Finance oversees the day-to-day financial operations at Widgit, ensuring the delivery of accurate, timely, and compliant financial information that supports effective decision-making across the business.

Providing hands-on leadership to the finance team, the Head of Finance maintains robust financial controls across credit control, ledgers, VAT, reconciliations, and financial reporting. The role also encompasses ownership of payroll, banking, statutory compliance, company accounts, and the relationship with our third-party pension provider. Crucially, the Head of Finance monitors revenue, costs, and cashflow against budget, ensuring the business remains well-informed and financially stable.

Beyond operational leadership, the Head of Finance acts as a strategic finance partner to senior stakeholders, developing forward-looking forecasts while managing cashflow, supporting commercial decisions, and contributing to long-term planning.

Given the rapid growth of the business, our finance processes and systems need to mature. We are looking for an individual who thrives in evolving environments; someone who is proactive, improvement-minded, and confident in shaping processes, embedding controls, and building scalable ways of working. They will bring a balance of operational rigour and strategic capability, with the drive to continuously improve the finance function as the organisation grows.

Main Duties

Day-to-Day Finance

- Lead and manage the Finance Team, ensuring appropriate capacity, effective performance, and full oversight of the employee lifecycle
- Produce accurate and timely management accounts
- Ensure all tax obligations are met accurately and on schedule
- Stay up to date with changes in banking and finance legislation, and advise on any business implications
- Work with external accountants to deliver accurate and timely year-end accounts
- Oversee and perform credit control, ensuring effective debtor management and preventing overdue balances from impacting cashflow
- Ensure all company invoices are paid promptly
- Monitor company expenditure and track performance against agreed budgets
- Oversee external finance providers, including accountants and bookkeepers
- Partner with department heads to provide financial insight, support commercial decisions, and improve financial accountability
- Review and enhance finance processes to improve accuracy, efficiency, automation, and control
- Prepare the company for external audit

Financial Controls

- Enforce the Financial Control Policy in line with our B Corp obligations
- Manage secure access control to financial services and systems (e.g. banking, finance systems)
- Ensure robust month-end and year-end processes, including reconciliations and control checks
- Identify, evaluate, and mitigate financial risks across the organisation
- Ensure compliance with internal policies and implement improvements where gaps are identified

Royalties

- Process quarterly overseas partner reports and contra royalties
- Prepare quarterly reports for third parties, e.g. resource creators
- Process quarterly reports received from licensees

Reporting

- Keep all reports complete and up to date
- Deliver timely, accurate and fit-for-purpose month-end management reporting
- Provide information and reports to key stakeholders in the business as necessary
- Analyse trends, variances, and business performance to identify risks and opportunities
- Complete and file confirmation statements, annual accounts, and tax returns

Treasury and Cashflow

- Manage and maintain suitable banking facilities to support business activities
- Optimise the distribution and utilisation of company account balances
- Lead on cashflow forecasting, monitoring liquidity, and providing early escalation of risks or variances

Financial Planning

- Lead the annual budgeting process, ensuring alignment with strategic objectives
- Support the CFO in the development of medium-term financial strategy

Person Specification

Skills, Knowledge and Characteristics

- Relevant accountancy qualification
- Strong ability to identify, understand, and anticipate financial and operational risks
- Exceptional attention to detail and accuracy
- Demonstrated integrity and accountability in managing company finances
- Sound understanding of relevant legislation and the ability to interpret its impact on the organisation
- High levels of reliability, with strong organisational and time-management skills
- Proficiency in financial and accounting systems, including modern software packages
- Advanced Microsoft Excel skills
- Solid grasp of financial principles, concepts, and terminology
- Strong technical competence with the ability to learn and adapt to new systems and processes
- Knowledge and experience of general business administration
- Excellent written communication skills, with the ability to produce clear and accurate documentation
- Effective and appropriate communication skills across a range of situations and audiences
- Strong financial modelling and analytical skills
- Ability to influence and challenge constructively at all levels

- Experience leading budgeting, forecasting, and cashflow processes
- Ability to drive process improvement, system enhancement, and automation
- Experience producing strategic financial insight for senior leadership