

THE EUROPEAN MARINE ENERGY CENTRE
JOB DESCRIPTION AND PERSON SPECIFICATION
FINANCE & PEOPLE DIRECTOR

Reports to: Managing Director

Purpose: Provide strategic leadership across EMEC's financial management, growth and people strategy to drive performance and ensure EMEC remains an exceptional place to work.

Responsibilities:

1. Financial Leadership and Control

- Oversee all financial planning, budgeting, forecasting and reporting, ensuring EMEC's financial position is clearly communicated to the Managing Director, Executive Team and Board.
- Maintain strong financial governance, risk management and compliance, including oversight of cashflow, audit processes, tax compliance, systems, policies and procurement.
- Provide strategic financial insight to support major investment decisions, including site expansion, commercialisation opportunities and long-term sustainability.

2. Organisational Growth

- Act as a core contributor to EMEC's growth helping identify, shape and evaluate new revenue opportunities, partnerships and business models.
- Work with project, operation and innovation teams to ensure financial and commercial considerations are embedded in expansion plans.
- Bring a proactive, hands-on approach to influencing how EMEC grows, adapts and strengthens its market position.

3. People, Culture and Organisational Development

- Lead EMEC's People Strategy, working closely with the HR Manager to ensure policies, recruitment, performance management and staff development align with strategic goals.
- Support the evolution of EMEC's culture, fostering engagement, capability development, commercialism, productivity, hybrid working approaches and leadership effectiveness across teams.
- Ensure HR processes continue to be effective and aligned with future organisational needs.

4. Cross Cutting

- Participate as a statutory Director of the EMEC Board, with formal accountability for contributing to organisational strategy, risk management, financial resilience and long-term sustainability also acting as a key steward of EMEC's governance framework,

supporting effective Board decision-making and ensuring the organisation remains robust, compliant and well-positioned for future growth.

- Ensure that the Integrated Management System is adhered to in connection with Quality, Health, Safety, & Environment and assist the Administrative Services Manager to identify and rectify non-compliances and initiate improvements.
- Any other duties as directed by the Managing Director.

Reports: HR Manager and Finance staff TBC. The incumbent will be required to work with and influence the other groups within EMEC to establish and maintain effective processes. In the absence of the Managing Director, the incumbent will deputise in respect of any decision to be taken in relation to Finance and HR.

Person Specification

Education:

Essential – Recognised accounting qualification (e.g., CA, ACCA and CIMA) or demonstrable senior-level financial leadership experience.

Desirable – Postgraduate qualification in leadership, organisational development or business administration (e.g., MBA).

Skills & Knowledge:

Essential – Strong technical financial expertise, including budgeting, forecasting, audit oversight, and financial governance. Ability to translate financial insight into strategic decision-making and organisational development. Understanding of how commercial, operational and financial factors interact within a growing organisation. Knowledge of HR frameworks, people strategy and effective people management practices (working alongside a dedicated HR Manager). Strong analytical, problem-solving and decision-making skills with the ability to balance detail and strategic overview. Excellent communication skills, able to convey complex information clearly to diverse audiences.

Desirable - Knowledge of the renewable energy, innovation or research sectors. Understanding of organisational culture development, hybrid working practices and change management approaches.

Personal Attributes:

Essential – Collaborative, inclusive leadership style, with the ability to build trust and work effectively across teams. Proactive, forward-thinking mindset with enthusiasm for organisational development and innovation. High integrity and sound judgement, with the confidence to challenge assumptions constructively. Adaptable and comfortable working across strategic, operational and hands-on tasks. Commitment to EMEC's mission, values and a positive people-centred culture.

Desirable – Appetite for shaping the organisation's future direction as part of a tight-knit Executive Team. Interest in developing others, supporting progression pathways and enabling team growth. Resilience and calmness under pressure, with the ability to navigate ambiguity during periods of change.

Experience:

Essential – 10+ years in finance, with at least 5+ years in a senior leadership role with organisational-wide responsibility. Experience working with Boards or Board-level committees.

Desirable – Experience contributing to commercial strategy, partnership development or business model innovation.

Special Conditions Associated with the Role:

1. Flexible working hours available (ranging from 22.5 - 37.5 hours per week), with time structured around organisational needs.
2. Role would ideally be based in Orkney, although hybrid working is supported in line with EMEC's approach to flexible working.
3. Core role requirement is around financial responsibilities, other responsibilities are open to discussion based on capability, availability and organisational need.