



Finance, Compliance & Commercial Manager

Reports To

Head of Operations & Finance

Direct Reports

None currently.

The role may assume line management responsibility for finance, compliance, contract administration or project controls resources as CSP grows.

Role Purpose

The Finance, Compliance & Commercial Manager is responsible for ensuring Celtic Sea Power operates within a robust financial, commercial and governance framework.

The role provides leadership for the organisation's financial management, contract administration, compliance activities, grant management, commercial controls and governance processes, ensuring that projects, programmes and operational activities are delivered in a financially sustainable, compliant and commercially effective manner.

Working closely with senior leaders, project teams and external stakeholders, the postholder supports organisational growth by providing accurate financial insight, maintaining effective controls and promoting best practice across the business.

Key Accountabilities

Financial Management

Lead the day-to-day financial management of the organisation, ensuring accurate financial information, effective budget control and sound financial governance.

Key responsibilities include:

- Managing financial operations, systems and records.
- Producing management accounts, forecasts and financial reports.
- Monitoring budgets, cashflow and financial performance.
- Maintaining effective financial controls and authorisation processes.
- Supporting annual budgeting and business planning activities.



- Ensuring accurate and timely financial information for management decision-making.

Commercial Management

Provide commercial oversight and contract administration support across CSP's portfolio of activities.

Key responsibilities include:

- Maintaining contract management processes and records.
- Supporting pricing, costing and business development activities.
- Managing invoicing, claims and payment processes.
- Monitoring project and programme financial performance.
- Identifying and escalating commercial risks and opportunities.
- Supporting the commercial aspects of bids, proposals and partnerships.

Compliance & Assurance

Ensure CSP maintains compliance with statutory, contractual, funding and organisational requirements.

Key responsibilities include:

- Managing grant compliance and funding assurance activities.
- Maintaining audit-ready records and evidence trails.
- Supporting procurement and tendering compliance.
- Supporting GDPR and information governance arrangements.
- Monitoring organisational compliance obligations and reporting requirements.
- Coordinating internal and external audit activities.

Governance & Risk Management

Support effective organisational governance and risk management arrangements.



Key responsibilities include:

- Maintaining governance records, action logs and reporting schedules.
 - Supporting Board and governance reporting processes.
 - Managing organisational risk registers.
 - Monitoring mitigation actions and escalating significant risks.
 - Supporting continuous improvement of governance processes.
-

Business Partnership & Organisational Support

Act as a trusted financial and commercial advisor across the organisation.

Key responsibilities include:

- Supporting project and programme managers with financial and commercial management.
 - Providing advice and insight to capability leads and senior managers.
 - Promoting financial awareness and good governance practices.
 - Supporting organisational learning and continuous improvement.
 - Contributing to the development of business systems, controls and processes.
-

Scope of the Role

The role supports all products, projects and programmes across Celtic Sea Power and works collaboratively with internal and external stakeholders including:

- Senior Leadership Team
- Project and Programme Managers
- Funders and Commissioners
- Auditors and Accountants
- Legal and Professional Advisors
- Contractors, Partners and Suppliers
- Cornwall Council Finance and Governance Teams

Knowledge, Skills & Experience

Essential

- Experience of financial administration, reporting and budget management.
- Experience of compliance, governance or assurance activities.
- Experience managing contracts, grants or funded programmes.
- Strong commercial awareness and financial analysis capability.
- Excellent organisational and prioritisation skills.
- Strong communication and stakeholder management skills.
- Ability to work across multiple projects and priorities simultaneously.

Desirable

- Public sector or grant-funded environments.
- Procurement and tendering experience.
- Renewable energy, infrastructure or innovation programmes.
- Experience supporting organisational growth and change.

Qualifications

- AAT, ACCA, CIMA, CIPFA, ICAEW or equivalent qualification.
- Candidates actively working towards a professional qualification will be considered.

Additional governance, procurement or commercial qualifications are advantageous.

Success Measures

Success in this role will be demonstrated through:

- Accurate and timely management reporting.
- Effective budget management and forecasting.
- Strong audit and compliance performance.



- Timely grant claims and invoicing.
- Effective management of commercial and financial risks.
- High-quality support to projects, programmes and organisational decision-making.
- Continuous improvement of financial, compliance and governance processes.