

<b>Job title</b>	Head of Finance & Commercial	<b>Date</b> June 2026
<b>Reports to (title)</b>	Strategic Account Director	
<b>Contract/Department</b>	BBC	<b>Revision</b> 1
<b>Location</b>	London, with UK travel	

## Job purpose

Describe the overall purpose of the job in two or three sentences.

The Head of Finance & Commercial is responsible for leading the financial, commercial and contractual governance of the BBC account, ensuring the contract delivers sustainable profitability, robust risk management, and demonstrable value for money.

This role provides strategic leadership across finance and commercial, acting as the primary interface with the BBC on all financial and commercial matters.

As a key member of the BBC contract senior leadership team, the postholder shapes and delivers the contract strategy, drives commercial optimisation, ensures compliance with EMCOR UK frameworks, and leads a multi-disciplinary team to achieve operational and financial excellence.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

### Financial Leadership & Governance

- Lead the production of accurate and timely management accounts including P&L, variance analysis, WIP, cashflow and forecasting.
- Own the budgeting and financial planning cycle for the contract, ensuring alignment with operational delivery and strategic priorities.
- Ensure robust financial controls, governance and compliance across all contract activities.
- Provide financial insight and challenge to drive performance, cost optimisation and value creation.
- Lead financial reconciliation, billing accuracy and invoicing governance.

### Commercial Strategy & Contract Management

- Lead the commercial strategy for the BBC contract, ensuring commercial decisions support long-term account success.
- Oversee all contract variations, change requests and scope adjustments, ensuring risks are identified, mitigated and documented.

- Ensure consistent application of EMCOR UK's commercial framework across the account.
- Lead commercial negotiations with the BBC and third-party suppliers, protecting EMCOR UK's commercial position.
- Demonstrate value for money through benchmarking, cost analysis and transparent reporting.

## Client & Stakeholder Engagement

- Act as the primary financial and commercial interface with the BBC client.
- Build strong relationships with operational leaders, finance, and central support functions.
- Provide strategic advice and reporting to the Strategic Account Director, SLT and ELT.

## Team Leadership

- Lead and develop a multi-disciplinary team across finance and commercial.
- Create a high-performance culture aligned to EMCOR UK values and BBC contract priorities.
- Ensure clarity of objectives, accountability and capability across the team.

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

- Leadership of a multi-functional team (finance and commercial).
- Financial responsibility for a contract exceeding £25m+ annual value.
- Oversight of subcontractor commercial governance and spend.
- Accountability for the direct / indirect management of **X employees**.
- Indirect influence across 650 TUPE-transferred employees through commercial and financial frameworks.

## Commercial responsibilities

- Full understanding of the BBC contract, commercial obligations and risk profile.
- Management of all contract change requests, variations and commercial negotiations.
- Identification and mitigation of commercial risks to EMCOR UK.
- Ensuring all commercial activity protects the EMCOR UK brand and reputation.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

# Job Description

## Qualifications

- Professional accounting qualification (ACCA, CIMA, ACA) or equivalent commercial accreditation.

## Experience

- Extensive senior-level finance and commercial experience in a services or FM environment.
- Proven track record **of contract value optimisation**, risk management and commercial governance.
- Experience negotiating complex commercial agreements and supplier contracts.
- Strong understanding of financial modelling, forecasting and cost analysis.
- Experience leading multi-disciplinary teams in a complex, multi-site environment.

## Skills & Behaviours

- Highly analytical with exceptional attention to detail.
- Strong influencing and negotiation skills with senior stakeholders.
- Excellent communication, presentation and relationship-building skills.
- Ability to navigate ambiguity and make evidence-based decisions.
- Demonstrates leadership gravitas, resilience and strategic thinking.
- Skilled in data interpretation, performance analysis and continuous improvement.
- High proficiency in Excel and financial systems; experience with CMMS advantageous.

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

- Willingness to work flexibly and outside core hours when required.
- UK-wide travel; full UK driving licence.

<b>Line Manager Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<b>Job Holder Signature</b>	
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# Job Description

<b>Print Name</b>	
<b>Date</b>	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	