



JOB DESCRIPTION

HEAD OF CORPORATE SERVICES

SUMMARY OF POST

Location: Areas that Invercare Works

Hours of work: Full time

Salary: £48,000 per annum

Reports to: Managing Director

Line Management of: HR, Finance, Payroll , Invoicing, IT, Legal/Compliance, Administration, Training , Health and safety

“This organisation is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment”

The Head of Corporate Services is a strategic leadership role responsible for overseeing and managing the corporate functions of the organization, including Human Resources, Finance, IT, Procurement, Administration, Legal/Compliance, and Facilities Management. This role ensures that internal services are aligned with organizational goals and are delivered efficiently, effectively, and within regulatory frameworks.

KEY RESPONSIBILITIES:

Strategic Leadership & Management

- Provide strategic direction and leadership across all corporate services functions.
- Develop and implement policies, procedures, and systems to ensure high-quality internal services.
- Collaborate with the executive team to align corporate services with organizational priorities and performance targets.

Finance & Budgeting

- Oversee financial planning, budgeting, and reporting processes.
- Ensure compliance with financial regulations and optimize cost efficiency across departments.
- Directly line manage payroll, invoicing and all finances of the company

Human Resources/Training

- Lead HR strategy including workforce planning, talent management, staff development, and organizational culture.
- Ensure HR policies are legally compliant and support employee engagement and performance.
- Ensure all staff are trained and that training needs of the service is met

Information Technology

- Guide the development and maintenance of IT infrastructure and digital transformation initiatives.
- Ensure systems support operational needs and information security standards are met.



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Procurement & Contracts

- Oversee procurement policies, contract negotiations, and supplier relationship management.
- Ensure value for money and compliance with procurement laws and ethical standards.

Legal, Risk, and Compliance

- Ensure organizational compliance with all applicable laws, regulations, and internal policies.
- Manage risk assessment and mitigation processes across all operational areas.

Facilities & Administrative Services

- Oversee the maintenance and security of physical infrastructure and office services.
- Ensure a safe, efficient, and professional working environment for all staff.

EMPLOYER EXPECTATIONS

- Ensure compliance with all legal, financial, and regulatory requirements.
- Develop and maintain corporate policies, procedures, and risk management frameworks.
- Promote strong corporate governance and ethical practices.
- Oversee budgeting, forecasting, and financial reporting.
- Ensure cost-effective use of resources.
- Identify opportunities for cost savings or operational efficiencies.
- Lead and develop high-performing teams across various corporate functions.
- Promote a culture of accountability, collaboration, and continuous improvement.
- Champion diversity, equity, and inclusion.
- Communicate effectively with internal and external stakeholders (e.g. board members, auditors, regulators).
- Build strong partnerships across departments to support business objectives.
- Lead organizational change initiatives and digital transformation projects.
- Support the organization through growth, restructuring, or modernization.
- Ensure corporate services are tech-enabled, scalable, and modern.
- Leverage data and systems for better decision-making and efficiency.
- Handle sensitive organizational data and decisions with discretion.
- Demonstrate ethical leadership and sound judgment.

CRITERIA

Criteria	Essential	Desirable
Qualifications	Bachelor's degree in business administration, Public Administration, Finance, Human Resources	Masters in relevant degree
	Minimum 3-5 years of progressive leadership experience in corporate services or related roles.	8- 10 years of progressive leadership experience in corporate services or related roles
	Proven track record of strategic planning, team leadership, and operational management.	
	Strong understanding of corporate governance, risk management, and compliance.	
Regulated	CIPD or ICAS or ACCA	CIMA / Law Society of Scotland.
Attainments / Competencies/ Skills, Knowledge & Abilities	Strategic thinking and decision-making	
	Excellent communication and interpersonal skills	
	Strong financial and business acumen	
	Leadership and people management	
	High integrity and ethical standards	
	Project management and organizational skills	
	Ability to lead change and drive continuous improvement	

SIGNED	
DATE	