

## Head of Operations & Finance



London, EC1



£60,000



Permanent / FT



January 2026

### A bit about you...

You are an experienced and accomplished leader with a proven track record of driving operational excellence and financial performance in a fast-paced, scaling environment. You should bring substantial experience overseeing cross-functional teams, optimising process, and managing budgets, forecasts, and financial reporting with precision. You will have demonstrated success in shaping strategy, implementing robust systems, and guiding organisations through growth and change, while fostering a culture of accountability, collaboration, and continuous improvement. You can lead a team, manage your own time effectively, prioritise and solve problems. You have excellent verbal and written skills and have the ability to multitask. You enjoy managing people and bringing the best out of them.

### A bit about us...

We are a privately owned educational consultancy, registered and headquartered in the UK. Founded in 2012 with the sole objective of changing children's lives through literacy and empowering the teachers who make it happen. Culture is key: we have a remarkable bunch of people who have a shared set of principles, philosophies and values. These together are what perpetuate our collective success.

### The role...

As Head Operations and Finance, you will work alongside the Co-CEOs and oversee financial management, operational efficiency and strategic planning. Key responsibilities will include:

- Budget creation, financial reporting and ensuring financial stability
- Managing daily operations, including HR, Recruitment, IT, and administration
- Driving operational excellence, change management, and process automation
- Strategic planning and OKR and KPI creation
- Compliance and policy creation
- Line management of Operations team and office manager

#### Financial Management

- Develop and manage annual budgets, financial plans, and forecast
- Working hand-in-hand with our accountants and bookkeepers
- Produce monthly management accounts and financial reports
- Oversee the organisation's financial health, including cash flow management and financial stability
- Manage payroll and bookkeeping (external provider)

#### Operations Management

- Oversee daily administrative, IT, HR, and recruitment functions to ensure smooth operation
- Ensure systems and procedures support good operating practice and organisational health
- Manage office operations, including facilities and vendor relationships
- Lead and coordinate improvement projects to enhance efficiency
- Ensure operational support is in place for all staff to perform their jobs effectively

#### Leadership and strategy

- Contribute to strategic and business planning and provide insights and recommendations to support the Co-CEOs with decision making
- Communicate financial and operations strategies and their impact to the organisation
- Align operations and finance with strategic goals
- Ensure good governance and effective reporting

#### **You'll need to...**

- Have strong financial management and analytical skills, including budgeting, forecasting, and reporting
- Have proven leadership and management capabilities
- Have excellent communication and interpersonal skills
- Be a strategic thinker with problem-solving abilities
- Have experience with financial software and data management
- Have demonstrable experience in Operations management
- Have high attention to detail while maintaining a big-picture perspective

### **Interview Process...**

1st round: Screen call with Operations (15 mins)

2nd round: Interview with Co-CEOs (45-60 mins)

3rd round: Presentation and chat with team (15-30 mins)

### **Why join Literacy Tree...**

- Be part of a mission-driven team changing children's lives through literacy and empowering the teachers who make it happen
- Play a pivotal role in shaping the future of a fully boot-strapped company on a strong growth trajectory
- Work side-by-side with the founders, with clear opportunities to grow
- Competitive salary and bonus
- 32 days annual leave plus bank holidays and Christmas closure
- BUPA Medical and Dental
- Friday lunch in the office
- Flexible working arrangements
- Macbook and all the tech you need
- 3x annual all hands with CPD and paid socials

### **Flexible working...**

We understand work-life balance, this was one of our key factors for founding Literacy Tree! We're neither "remote-first" nor "office-centric". We get some of our best ideas when we spend time together, but having flexibility is important too. While we encourage teams to spend time together in the office, we understand no one size fits all; our approach is flexible to ensure each person and role is tailored to get the most out of their time. Some roles require in-person training, while other roles can be performed remotely or a hybrid of the two!

### **Diversity, Equality & Inclusion...**

We believe in a friendly and supportive work culture. We are proud to be an equal opportunity workplace: we welcome applications from anyone regardless of age, disability, gender, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

### **How to apply...**

Send your CV and a short statement (no more than 150 words) telling us how your knowledge and skills meet the job requirements described in the job description to [careers@literacytree.com](mailto:careers@literacytree.com).