|  |
| --- |
| c**Job Description / Specification** |
| **Job Title:** | **Finance Controller** |
| **Reporting To**  |
| **Job Title:** | **Finance Director**  |
| **Location**  |
| **Department:** | **Finance**  |
| **Organisation Structure** |
|  |
| **Purpose of the Position** |
| **The role will take full ownership of the financial reporting for the business, as well being a key partner to the business in improving processes, and providing financial support and guidance, in short and long term decision making.** |

|  |
| --- |
| **Key Responsibilities** |
| 1 | Manage the month end process, ensuring timely and accurate reporting. This will include P&L analysis and full balance sheet reconciliations. |
| 2 | Working capital management and cash forecasting. |
| 3 | Capital investment appraisal and review |
| 4 | Lead the annual budgeting and monthly forecasting process to support the decision making process. |
| 5 | Build effective working relationships with cross functional business partners to drive process improvements, and delivering key business metrics and insight to enable informed decision making. |
| 6 | Ensure the business meets all its statutory and compliance obligations covering accounting, tax, and other external reporting. |
| 7 | Work with internal and external IT partners ensuring the finance system meets the business needs in delivering timely and accurate reporting. |
| 8 | Develop relationships with external contacts including auditors, and HMRC. |
| 9 | Review and continually develop and enforce financial policies and procedures.  |
| 10 | Manage a small team and ensure appropriate training and development is undertaken. |

|  |
| --- |
| **Specific Skill Requirements** |
|  | **Essential** | **Desirable** |
| **Education / Technical Skills**  | * Fully qualified accountant (ACCA, ACA, CIMA).
* Experience of SAP in a manufacturing environment
* Excellent knowledge of cost accounting and financial reporting.
* Team management experience.
* Experience of working with / partnering teams outside of core finance.
* Highly competent user of Microsoft Office, including advanced Excel.
 |  |
| **Behaviour**  | * Excellent analytical skills, with a high attention to detail.
* Effective Leadership skills
* Ability to identify and implement improvements to processes and practises across the business.
* Excellent interpersonal skills and ability to work with all levels of the organisation.
* A confident and concise communicator with the ability to convey complex information in a meaningful and clear manner.
* A team player with a passion for working in a collaborative environment.
* Good organisational skills, ensuring deadlines are met and workload managed effectively.
 |  |

|  |
| --- |
| **Document Management** |
| **Written By:**  | **Peter Mawby** | **Date: May 2021** |