

Job Title	Financial Controller	Department	Finance
Reports To	VP of Finance	No Direct Reports	0
<p>Job Purpose</p> <p>The Financial Controller will be responsible for the provision of financial information, analysis and advice to the Board of Directors and the Senior Management Team, and for the day-to-day operations of the Finance team. They will undertake all aspects of financial management, including, regulatory and financial reporting, budget and forecasts and analytical management accounting. The position holder should have aspirations of becoming Head of Finance who will be a proactive member of the Senior Management Team and is confident and able to challenge and streamline the effectiveness of the current practices within a £30m and growing manufacturing business.</p>			
<p>Knowledge</p> <ul style="list-style-type: none"> Demonstrated knowledge of accounting principles and procedures. <p>Skills</p> <ul style="list-style-type: none"> To be able to demonstrate strong leadership skills. Engaging interpersonal skills. Outstanding mathematical skills. Solid written and verbal communication. Excellent attention to detail. Sound organisational skills. Critical thinking and problem-solving skills. Research and analytical skills. Exceptional software skills including database and SAP ERP systems. <p>Experience</p> <ul style="list-style-type: none"> Proven working experience as a Financial/ Management Accountant. 5+ years of overall combined accounting and finance experience. 		<ul style="list-style-type: none"> Proven experience of developing accounting processes and system would be an advantage. <p>Qualifications</p> <ul style="list-style-type: none"> An accountancy qualification (ACCA or CIMA qualified) supported by Post Grad qualification such as Economics, Business etc <p>Key Role Requirements</p> <ul style="list-style-type: none"> Initially to develop a 'fit for purpose' set of management accounts with a view to update the appropriateness of the financial accounting structure and value the underlying mechanisms add to the business. Create monthly and annual reports to identify results, trends, and financial forecasts. Manage cash flow with accurate forecast and monitoring on a day-by-day basis. Reports to suit the various business stakeholders. 	
		<ul style="list-style-type: none"> Work with forward thinking Group IT function to streamline processes and develop business intelligence solutions. Overseeing and checking the Finance team's daily activities in respect of the general ledger accounts including payroll, VAT, cashflow management, accounts payable and accounts receivable processes, and directing/assisting when needed. Liaison with the bank regarding drawdown and reconciliation of the borrowing facility. Reviewing and, where necessary, changing the current management accounting activities. Understanding overall finance and accounting objectives, as well as the role and function of each team member are fit for purpose. Motivate and lead finance team members by clarifying roles and providing helpful feedback. Familiar with Taxation compliance and dealing with 3rd party advisors. 	

<p><u>Key Role Requirements (cont/d...)</u></p> <ul style="list-style-type: none">• Suggest updates and improvements for accounting systems, including payroll and invoicing.• Liaison with Company Accountants.• Ensure that all financial transactions are properly recorded, filed, and reported.• Collaborate with auditing services to ensure proper compliance with all regulations.• Review all financial plans and budgets regularly to look for cost reduction opportunities.• Create systems to prevent errors in data collection and calculations.• Report to the VP of finance with timely and accurate financial information.• Assist the VP of Finance in presenting reports to Senior Executives, stakeholders, and Board members. <p><u>Responsibilities</u></p> <ul style="list-style-type: none">• Develop Insightful management accounts• Support month-end and year-end close process.• Ensure quality control over financial transactions and financial reporting.• Develop and document business processes and accounting policies to maintain and strengthen internal controls.• Additional financial related duties as necessary.		
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