

ROLE PROFILE

Role:	Finance Manager/Financial Controller
Reports To:	Director, Finance and Administration
Grade:	3

This role profile consists of two sections:

1. The **Job Specification** sets out the purpose, business outcomes and key responsibilities.
2. The **Person Specification** sets out the qualifications, experience and behaviour expectations.

Job Specification

Role Purpose:

An initial 5 month assignment to directly support the finance team across the range of its activities as it implements a new accounting system.

Business Outcomes:

- The key outputs of the finance function are achieved over the 5 month assignment:
- New reporting and financial control processes are embedded in the team and business
- Sage X3 is launched at the beginning of August without issues
- At least one reliable financial forecast is prepared and reported against

Key Responsibilities:

Internal Focus

1. Finance

You'll be supporting the whole team and so we will fit the tasks around the right candidate. At the moment the plan is:

1.1 You will work with the FD on:

- A mid-year 2019 forecast and early work on the 2020 budget
- Preparing and reviewing board papers and performing some deep dives using excel into system/accounting issues
- Embedding some new reporting tools and processes into the team (including tracking cost saving plans) and building process notes for them
- Anticipate some modelling work to support strategic decisions during the assignment

1.2 You will work with the Financial Accountant on:

- Reviewing and assisting with transferring data, reviewing test scripts and possibly conducting some testing in support of the Sage X3 implementation
- You may support in building reporting for the international business

- At peak times during the implementation you should be willing to step in occasionally to support the Accounts Administrators in some month end and invoice processing activities – this would be temporary
- 2. Other duties as may reasonably be assigned to you from time to time.

Role Parameters:

Based in Head Office

Possibility for some nationwide travel and travel into London

Person Specification

Experience & Qualifications

1. Educated to degree level and professionally qualified with ACA, ACCA, CIMA or CIPFA or equivalent.
2. Committed team player and excellent communicator, able to build and hold trust of people at all levels within the Board, stakeholders and staff.
3. Good excel skills – you should enjoy building models and using excel for investigations
4. Systems literate – we'll be implementing Sage X3 during the assignment and business processes are built around a CRM system – so if you enjoy understanding how systems work, this assignment is for you

Competences required for successful delivery of the role:

1 Functional Acumen

Having the skills, knowledge and abilities necessary to be effective in the specific technical content of the job. Displaying a high level of competence in the different areas of the role. Actively seeks assignments and roles that expand or improve own functional abilities.

2 Interpersonal Communication

Effectively communicating with people inside the organisation. Able to listen effectively and to develop rapport with others. Able to articulate thoughts clearly and logically so that other understand, and share information that will improve overall work progress.

3 In-Depth Problem Solving And Analysis

Solving difficult problems through careful and systematic evaluation of information, possible alternatives and consequences. Capable of generating good solutions to difficult problems. Consider many sources of information, systematically process and evaluate the information against possible courses of action and potential consequences, and carefully deliberate before a final decision is made. Does not over-analyse problems that do not merit this level of attention

4 Teamwork and Collaboration

Effectively working and collaborating with others toward a common goal. Able to build and maintain cooperative working relationships, and make a positive and timely contribution to the team effort. Listens to and values the input of others.

5 Planning and Organising

Effectively organising and planning work according to organisational needs by defining objectives and anticipating needs and priorities. Good time management skills to handle several projects simultaneously. Achieves goals and deadlines.

6 Quality Focus

Promoting and maintaining high standards at work. Consistently produce high quality work and have good attention to detail. Constantly looking for ways to improve the quality of the services and improve effectiveness from the customer's perspective. Strong self-discipline.

7 Integrity

Upholding a high standard of fairness and ethics in everyday words and actions. Conscientiously and reliably behave in an ethical and honest manner in their dealings with others. Does not promise what he/she cannot deliver. Is worthy of the personal trust of others.