**Position: Financial Controller**

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| **Purpose of this role:** To ensure the finance department delivers timely & accurate financial reporting, planning and analysis to enable the management team to understand, manage and deliver the company’s cash and profit performance goals. |
| **Outcomes 1: All** **company accounts, bank reconciliations, creditors, debtors and payroll payments are completed accurately and on time**.   * Ensure Sage 50 & Sage Payroll are completely updated and accurate in line with the finance department’s schedule. * The nominal structure is fit for purpose, accurate and allocations are correct. * Nominals are aligned to the correct profit and cost centres. These should evolve in line with the business’s requirements. * Creditors payments are signed off and payment runs are successfully executed. * Payroll is managed accurately especially for overtime, new starters, and auto enrolment. * Invoicing is accurate and timely. |
| **Outcome 2: Accounting and financial processes are effective, documented, followed, and evolve with the growth of the business. Systems are technology driven and scalable.**   * Invoicing, debtors, credit account opening, purchase order and petty cash processes are documented, followed, updated and fit for purpose * Accounting solutions are automated throughout the business * Job costing analysis is in place and accurate and understood by all internal stake holders * Accounting function is correctly resourced to achieve its objectives * Ensure the business meets its compliance and quality requirements consistently |
| **Outcome 3: The Management team have all the departmental and overall business management information required to understand and manage cash and profit performance as well as the correct information and analysis to make informed and timely business decisions**   * Weekly and monthly management information & KPI’s are accurate, timely and stakeholders are effectively managed and trained to provide any information required * The management team have departmental, customer and overall financial performance data reporting as required * P&L & Cashflow budgets and forecasts are updated and relevant so that profit and cash positions are fully understood * MI is analysed, reported, and presented to the management team as required. Recommendations and areas of risk are understood and communicated in good time. * Job costing & key customer reviews are actioned in good time * Statutory Accounts are filled within 60 days of the end of the financial year |
| **Outcome 4: External stakeholders are effective, correctly briefed, managed and appointed in line with the business’s requirements**   * Ensure the key stakeholders (banks, accountant, HMRC, finance brokers, and suppliers etc.) are performing in line with the business’s requirements * Take ownership of the day to day management of key stakeholder relationships * Assist in raising finance by preparing the relevant information and completed documents accurately and timely |
| **KPI’s**   * Cash available * Cash Gap (debtors days, creditors days, stock days) * Management Information reports and packs on time and accurate |
| **Requirements (what we are looking for in the process)**  Skills and experience:   * Technical knowledge i.e. AAT or equivalent or working towards accreditation * Excellent understanding of Sage 50 Accounts & Sage Payroll * Excellent technical understanding of each of the key financial statements * Experience of compiling, analysing and presenting monthly management information * Experience in creating and managing P&L budgets and forecasts and cashflow forecasts * Experience of managing Invoice Discounting   Personal Attributes   * Very analytical and structured in approach to work * Highly organised and excellent attention to detail * Excellent numerical skills * Good communicator * Technologically minded   Attitude & Culture   * Great work ethic * Passionate about creating good work * Growth mindset and desire to learn and develop   Talent Dynamics Profile   * High Steel, ideally Accumulator, Lord or Mechanic |

**KPI’s**

Year 7 (Apr 19- Mar 20)

Sales Revenue: **£13,322,200**

Gross Margin: **16.5%**