

Financial Controller

Team: Finance
Reports To: Directors
Salary Package: circa £48,000- £58,000 depending on experience

Job Purpose

We are currently seeking an experienced Financial Controller with a proven track record, for a well-established, forward thinking, family run business based in Warmley.

Your role will be to manage the finance team and ensure KPIs are met, taking responsibility of all financial reporting, budgeting and forecasting whilst providing advice to the Directors on financial plans and associated risk.

1. Management of Finance Staff
 - Setting targets for the Finance department aswell as individual Finance Staff
 - Coaching and training of staff as required
2. Preparation of Cashflow and Profit and Loss forecasts to support business decision making
3. Assistance with pricing strategies in different areas of the business.
4. Preparation of supporting figures for a range of operational decisions including
 - bonus schemes
 - new and existing pricing of contracts
 - Pay back for capital expenditure requirements
 - Restructuring etc
5. Preparation of the month end account journals including prepayments, accruals, payroll, rebates, depreciation and adhoc stocking adjustments.
6. Uploading to Sage of Key Supplier and Customer Invoices from CRM.
7. Overview and review of the monthly management accounts including preparation of Key Headlines and presentation of these to Senior Management.
8. Preparation and overview of the specific working capital requirements for the New Build area. Maintaining and updating the log of retentions, contra charges and other outstanding debtors.
9. Preparation of the monthly New Build Project Profitability analysis. Presentation of key findings in monthly Project review meeting with senior managers.
10. Business Partnering with Key personnel in the business. Working through financial dashboards to assist and influence cost efficiencies and improvements in the financial performance of the business
11. Ongoing Process improvement of the Finance department as well as indicating wider process improvements in the rest of the business.
12. Keeping a strict overview of the cash balances of the business through scrutiny of the credit control, working capital and supplier payments.
13. Advising the business of any legislative changes which could impact them.. Eg IR 35, Vat updates etc.
14. Liaison with 3rd parties and maintaining of key relationships with
 - Significant plumbing suppliers
 - Designated Banks
 - Chartered Accountants
 - Contract Owners

- Fully Qualified CIMA or ACMA
- At least 5 years PQE of working in Construction , FM or related industry.
- Ability to work on own initiative and previous management role held with experience of managing staff.
- Good Understanding and knowledge of Excel (advance skills preferred) Sage and CRM systems.

CORE COMPETENCIES	
COMPETENCY	DEFINITION
Commercial Awareness	Recognises how businesses work, understands and applies commercial and financial principles.
Interpersonal & Influencing skills	Influences, convinces or impresses others in a way that results in acceptance, agreement or behaviour change.
Achievement Drive	Seizes opportunities to achieve and exceed both business and personal objectives.
Continuous Improvement	Identifies the processes needed to make things happen in a quality-orientated manner, and gets things done.
Judgement & Decision Making	Demonstrates a readiness to make quality decisions, based on logical analysis of information and can originate action.
Strategic Thinking	Able to take a broad view of the industry; its threats & opportunities, & use them to identify areas of business potential.
Leading Change	Identifies ways to improve our business. Engages with all colleagues to support them through change and transition.
Developing Self & Others	Has the ability, and interest to take responsibility for own development and actively encourages and supports the development of others.

Key Relationships

Internal- Directors & all senior management team

External – Accountants, auditors, banks, clients & suppliers

Values

Passion – We are passionate about the quality of our work and the service we provide to our customers, suppliers and each other

Pride – We are proud of our Company and our reputation and are committed to being the best we can

Professionalism – We are qualified and well trained team, always behaving in a professional manner treating everyone with courtesy, respect and consideration

Protective – We will protect the reputation and sustainability of our business and are accountable for every decision we make. We are trusted and reliable

Proactive – We are forward thinking. We use the very best technology, equipment and training to always be able to provide the best solution for the customer

All CV's to be sent to steve@gregorheating.co.uk