

**Financial Controller, Bristol based**

**Team:** Finance

**Reports To:** Directors

**Salary Package:** circa £48,000- £55,000 + benefits depending on experience

**Job Purpose**

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

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 as well as individual Finance Staff
* Coaching and training of staff as required
1. Preparation of cashflow forecasts and monthly management accounts to support business decision making
2. Assistance with pricing strategies in different areas of the business
3. 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

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1. Preparation of the month end accounting journals including prepayments, accruals, payroll, rebates, depreciation and adhoc stocking adjustments
2. Uploading to sage of key supplier and customer invoices from CRM
3. Preparation of the monthly management accounts including key headlines with variation analysis to senior management
4. Preparation and review of the working capital requirements for new build division, maintaining and updating the log of retentions, contra charges and other outstanding debtors
5. Preparation of the monthly new build project profitability analysis. Presentation of key findings in monthly project review meeting with senior managers
6. 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
7. Ongoing process improvement of the Finance department as well as indicating wider process improvements in the rest of the business
8. Keeping a strict overview of the cash balances of the business through scrutiny of the credit control, working capital and supplier payments
9. Advising the business of any legislative changes which could impact them, like IR 35, vat updates….
10. Liaison with 3rd parties and maintaining of key relationships with
* suppliers
* designated Banks
* our professional advisors
* clients

**Skills and Capabilities**

* Qualified accountant with either an ACA, ACCA or CIMA qualification
* Preferable to have at least 5 years PQE of working in construction , FM or a related industry
* Ability to work on own initiative and previous management role held with experience of managing staff
* Excellent knowledge of Excel (advance skills ) Sage and CRM systems

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| 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 and opportunitiesand use them to identify areas of business potential. |
| Leading Change | Identifies ways to improve our business. Engages with all colleagues to support them withchange 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 and all senior management team

External – Accountants, auditors, banks, clients and 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 a 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**

We are an equal opportunities employer therefore any applicant will not be excluded on the grounds of sex, gender reassignment, pregnancy, maternity, race, marital status, disability, age, religion, belief or sexual orientation