

JOB DESCRIPTION

Job Title: Manager – Finance & Accounts	Reports to: Group Manager – Administration Services
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1.	Job Purpose
	Responsible for the efforts, results and development of the financial department. Reporting to Group Manager – Administration Services in regards to all financial and accounting activities. Overseeing financial department staff in day-to-day operations.

2.	Core Responsibilities	
No.	Responsibility	Activity
1.	Development of Annual Budgets and Three Years Plans (3YP)	<p>Liaise with Managers and Group Managers to coordinate Budget detail of headcount and overheads for presentation and agreement on GM – Administration Services and Directors.</p> <p>All preparatory work for uploading Budget in final (Director approved) form onto the IFS GL system</p>
2.	Creation of Monthly Flash Reporting [MFR] to EBT (provisional results) in timely manner	Preparing a semi-detailed view of provisional results, using best available information, for presentation to Directors and Senior Management (and to Parent Company) – typically by fifth working day of following month.
3.	Migration of MFR data into final (Actual) form and confirming reconciliation of all key components to GL	<p>Review monthly figures in a timely manner to produce month end final figures before the end of the following month. This will include detailed overhead analysis for the Directors.</p> <p>Take whatever actions are required to ensure that the final result of any given month, quarter or year-end in the various documents comprising (from time to time) the Management Information package agrees to the GL in IFS</p>
4.	Reporting to Group Parent Company	Providing monthly and quarterly information to the parent company for group consolidation

		purposes in line with deadlines set by them.
5.	Year-end reporting (UK and Group)	Be responsible for yearend closing, reconciliations and preparation of information to provide to the external accountants and auditors (both UK statutory auditors and group auditors).
6.	Reporting to relevant authorities to comply with government regulations and legislations	To ensure reporting is made in relation to (but not limited to) quarterly VAT returns, monthly VAT and Intrastat information for our overseas sites, enquiries from HMRC, information in relation to Research and Development reclaims.
7.	Costing Data Management	<p>Liaise with Production Management to ensure that, as far as possible, the production overheads are appropriate and reflect the actual manufacturing environment, practices and product mix</p> <p>Monitor and report on production overhead absorption and recovery rates – recommending fine tuning as necessary</p> <p>Complete all month end routines for costing</p>
8.	Assist the Directors & GM – Administration Services with the development of suitable reporting systems to ensure best corporate management practices	To fully understand the implication for Finance through the Companies ERP system and to assess areas for efficiencies and ways to minimise errors within the Department and across the Company as a whole.
9.	Management of the Finance & Accounts team	Supervise and manage Finance & Accounts department with specific attention to overall treasury and funding management. To carry out formal appraisals on an annual basis and to ensure continuing development of all team members. Motivate and lead finance team members by clarifying roles and providing helpful feedback.
10	Assist with the provision of information for pension scheme related activities	Provide information requested in relation to the Company pension schemes including annual reporting, actuarial valuations and covenant reviews.
11	Assist with annual Insurance renewals	Prepare the annual declarations, proposal forms and subsequent liaising with Insurance brokers regarding annual cover.
12.	Providing information to other external stakeholders	Providing information to third party stakeholders including customers, suppliers and other regulatory or governmental bodies.
13.	Other Finance & Accounts Department routines	Working as part of a team, support all Finance & Accounts department activities.

3.	Job Context
	<p>The job holder is a key communication point for / with external agents and internal departments as well as the Management and Executive of the Company. Good communication skills are essential.</p> <p>This position, in addition to the specific individual responsibilities identified in section 2 above, is a member of a team responsible for the Company's account and finance functions. As such, it requires a mature attitude together with the necessary qualifications and skills to ensure that all functions are carried out to high standards.</p> <p>As a large element of the work involved will be unsupervised, the individual must be self-motivated and able to work on their own as well as a member of a team, helping with any work as required. The ability to prioritise work and work under pressure is of extreme importance, as is the ability to work accurately and communicate at all levels.</p> <p>The job holder must have an enthusiasm for the task in hand and a willingness to work under pressure in order to meet deadlines.</p> <p>The job holder will work in a safe and responsible manner. They will wear and use the correct personal protective equipment where and whenever laid down by the Company and will follow Company Health & Safety and Environmental procedures and reporting guidelines.</p>

4.	Knowledge/Skills/Experience
	<ul style="list-style-type: none"> • Accounting Qualification (ACA, ACCA, CIMA or equivalent). • IT literate with the ability to use MS Word & Excel at an advanced level. • Experience of accounting systems especially ERP systems. • Excellent communication skills. • Right to work in the UK. • Full Driving Licence valid in the UK.

Please note that this list is not exhaustive and you may be required by your Line Manager to take on additional responsibilities/ ad hoc duties as and when required.

Name: _____

Signed: _____

Date: _____