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| **JOB INFORMATION** | |
| JOB TITLE | **Financial Controller** |
| LOCATION | **Head Office, Gloucester** |
| REPORTS TO | **Finance Director** |

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| OVERALL PURPOSE OF JOB |
| The successful **Financial Controller** will be responsible for the day to day running of the department ensuring KPI's are met, accounts are produced accurately and in a timely fashion.  You will still be heavily involved in the production of the management accounts and will be flexible enough to assist with other areas of the department as the need arises.  A varied role reporting directly into the Finance Director, you will be required to influence and add value from day one, responsible for management and continued development of a finance team. The focus points of this role will be to ensure the continued successful growth of the business, whilst leading and developing a first class finance function within the company. |

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| MAIN DUTIES AND RESPONSIBILITIES |
| * Assisting with the budgets for both company and group level * Reviewing and analysing the performance of group companies * Business partnering with the divisions to produce accurate KPI & BI * Overseeing a team of three direct reports and two indirect reports * Leading and developing a finance team * Business partnering with non-finance colleagues in sales and operations to support commercial decisions and propositions * Ad hoc project work and systems development * Budgeting, forecasting and commercial performance analysis * Responsible for working with the finance business partners on the analysis of event profitability and being involved with client bid submissions * Responsible for managing central finance functions: Marketing, Group Overheads, HR, Properties and Intra-group re-charge * Managing key deliverables e.g. VAT, Annual Returns and Corporation Tax * Lead the review of the group Cash and PDQ process * Prepare and support the FD on the preparation and consolidation of the group/company budgets * Deal with external auditors on the year-end process * Business partnering with the operational divisions to produce accurate & meaningful reports and analysis * Manage cash reconciliation process e.g. float accounts bars/catering |

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| KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED |
| **Essential**   * The successful applicant must be qualified to ACA/ACCA/CIMA level. * A proven track record of operating as a Financial Controller. * Experience of working in the Events and Hospitality sector * Advanced Excel and spreadsheet modelling skills (visual basic) and extensive knowledge of SAGE – knowledge of Qlikview an advantage * Experience of compiling customer bid proposals in terms of financial modelling – P&L, investment payback etc * The ability to be flexible in their approach to work and willing to assist other departments as the need arises * Organised thought process, good presentation skills and ability to express financial information clearly to non-financial colleagues * Excellent planning and time management skills with ability to consistently meet exacting deadlines * Good communication and interpersonal skills with the ability to build effective business and customer relationships (both in person and at a distance) * Previous people management experience   **Desirable**   * Full UK driving licence |

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| **PERSONAL CHARACTERISTICS** |
| * Tenacious with an eye for detail * Ability to work autonomously and use initiative to resolve issues, but escalate problems or questions as appropriate * Resilient, independent, positive, self-motivated * Personable, team player * Open-minded, willingness to "muck in" * Ability to work under pressure * Able to work flexibly to meet the needs of the business, including some unsociable and weekend hours at peak times * Prepared to travel in the UK occasionally at weekends to events to support event cash management. |