**ROLE PROFILE**

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| **Function** | **Finance** | |
| **Job Title** | **Group Financial Controller** | |
| **Grade** | **L1** |  |
| **Reporting Lines** | **Reports to** | **Chief Financial Officer** |
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|  | **Direct Reports** | **Financial Accountant; AP Lead; Finance Analyst; Tax Accountant** |

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| **Aim of the role**  Controls untypical Finance as a legal entity, consolidating regions and group, putting in place robust process, templates, controls and standards  **Responsibilities and Duties**   * Owns and maintains Finance Policy, Governance and Control, ensuring documentation (in central library) and appropriate ownership and escalation * Undertakes consolidation and statutory reporting across regions and group, meeting reporting timescales and quality * Supports Group Functions develop their overheads budgets and forecasts and respond to monthly MI queries (Chief Executive Officer, Chief Development Director, Group Innovation Director, Chief Sales & Marketing Officer, Chief Financial Officer, Human Resources, Legal and group element of Chief Operating Officer) * Manages Accounts Payable and associated payments process and team * Owns and maintains Travel and Expense process, established documented Delegations of Authority, and associated governance * Owns and maintains tax strategy (VAT, CIS, Corporation Tax) and application to reporting * Manages relationship with HMRC, making corporate, VAT, CIS and other tax payments on time as calculated * Sign-off internal audit strategy and plan, managing internal stakeholders, reviewing reports and escalating material and thematic issues to Chief Financial Officer * Supports external auditors (appointed by Chief Finance Officer and Terra Firma) and manages annual calendar, including tracking of actions points. Supports Chief Financial Officer in managing the Audit Committee * Jointly manages Treasury and Cash Management with the Group Finance Director * Provides financial and tax input to strategic investments and projects as required * Scans for external best practice and new and updated accounting regulation to maintain compliance   **Knowledge Skills and Experience**   * Fully qualified chartered accountant (ACA/ACCA/CIMA) * Significant PQE * Proven history operating at Financial Controller level * Run audit processes with external auditors * Have a track record of delivering robust control environments * Ability to plan and prioritise workload to ensure objectives are achieved on time (in a pressurised environment) * Possess strong leadership, interpersonal and communication skills * Be a genuine team player, who cares about developing colleagues * Demonstrate initiative and influence change through an "investigative" and "can do" approach and attitude to all tasks |

**REQUIRED BEHAVIOURS**

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| **Customer Focus** | Puts the customer at the heart of decision making Challenges behaviour and actions that negatively impact the customer Role models customer centricity Uses customer feedback to inform business direction Stands over the customer journey Encourages team development to enhance customer focussed behaviour Rewards and recognises customer centricity |
| **Passion for Building** | Inspires team to achieve goals and objectives Encourages effective decision making Empowers people to make decisions Sets challenging but achievable targets and stands over the performance review process Expects high performance and challenges under performance Anticipates and mitigates the impact of decisions on others Sets clear expectations and holds people to account Makes sound commercial decisions Minimises project risk Manages project budget |
| **Sustainability** | Upholds sustainable practices for the future of the business over short term commercial impact. Understands and educates team on Environmental and Social impacts of the organisation. Identifies opportunities for sustainable change that create positive social and environmental impact. |
| **Lasting community** | Promotes safety and wellbeing Challenges silo working Understands the needs and perspectives of others Maintains confidentiality Creates a culture that enables everyone to have a voice Actively supports networking and team building activities Consults widely and involves others in decision making. Self-aware  Fosters a culture of respect and engagement for communities directly and indirectly impacted by developments |
| **Continuous Improvement** | Creates an environment to share ideas, take initiative and embrace change Leads change, taking team through the journey Encourages a culture of continuous learning Encourages a culture of giving constructive feedback Enables personal development within the team Delegates effectively to encourage growth Engages team in vison Encourage change through consultation Listens and seeks feedback Supports collaboration across matrix Allows opportunity to learn from mistakes (no blame culture) Transparent |

