**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
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**REQUIRED BEHAVIOURS**

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| **Customer Focus** | Puts the customer at the heart of decision makingChallenges behaviour and actions that negatively impact the customerRole models customer centricityUses customer feedback to inform business directionStands over the customer journeyEncourages team development to enhance customer focussed behaviourRewards and recognises customer centricity |
| **Passion for Building** | Inspires team to achieve goals and objectivesEncourages effective decision makingEmpowers people to make decisionsSets challenging but achievable targets and stands over the performance review processExpects high performance and challenges under performanceAnticipates and mitigates the impact of decisions on othersSets clear expectations and holds people to accountMakes sound commercial decisionsMinimises project riskManages 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 wellbeingChallenges silo workingUnderstands the needs and perspectives of othersMaintains confidentialityCreates a culture that enables everyone to have a voiceActively supports networking and team building activitiesConsults 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 changeLeads change, taking team through the journeyEncourages a culture of continuous learningEncourages a culture of giving constructive feedbackEnables personal development within the teamDelegates effectively to encourage growthEngages team in visonEncourage change through consultationListens and seeks feedbackSupports collaboration across matrixAllows opportunity to learn from mistakes (no blame culture)Transparent |

