

PERFORMANCE RELATED JOB DESCRIPTION

Job Title	:	Finance Manager
Employee Name	:	
Reports to	:	Financial Director
Date	:	1 st January 2019

Purpose:

Managing, developing and analysing financial information to provide accurate, timely reports.

Function:

- Management of Finance Team with an overview of all ledgers
- To support Finance Director and other business units
- To maintain an overview of our legal and financial compliance

Roles & Responsibilities:

Key

- Monitor cash flow and report expected forward position
- Managing the Annual Budget cycle with Budget holders
- Prepare Group monthly management accounts pack at the agreed dates and understand the data within
- Manage the Finance function for all Joint Ventures
- Keep an overview of all data and check its integrity
- Continually look for ways of improving finance processes and systems

Other

- Performance manage and lead the finance team effectively
- Maintain exemplary standards of excellence encouraging and motivating others to follow and exceed expectations
- Ensure all relevant VAT returns are submitted in line with due dates
- Manage the annual Audit process to achieve sign off
- Liaise closely with all parts of the Group, provide sound guidance and ensure that appropriate confidentiality is observed
- Maintain continuous professional development
- Identify opportunities for cost reductions (both time and money saving) and take appropriate action
- Communicate effectively with all people across the business both written & orally

Required Qualifications	Level / Discipline	Date of Accreditation	Comments
I.T Training	Microsoft Intermediate		
	ACCTS Packages		
Professional qualifications	Minimum AAT qualified or part qualified ACCA / CIMA		
Basic payroll	Knowledge		
Managing staff			
Other			

Key Performance Indicators – How to prove that you are doing your job properly

Outputs	Indicators
Monthly Management Accounts to include: <ul style="list-style-type: none"> • Closed ledgers • Control account reconciled • Profit & Loss • Overhead Actual v Budget • Sector Results Actual v Target • Rolling 12 Month results • JV overview 	Available for board sign off
Quarterly financial accounts	Available for board sign off
Manage smooth process	Comprehensive audit file available
Finance department is well run	All ledgers up to date and balanced
No bad debts	Debtor days better than 35 % of month collected overdue
Appraisals and Quarterly Reviews of direct reports	Completed forms with HR
Well planned projects	Project Plans in place
All accounts records and systems are comprehensive and accurate	No claims against the Group
Good relations with stakeholders	Everyone says 'We Want Woodhead's'



PLAN

MANAGE

MONITOR

NB Evidence of completing your Roles and Responsibilities must be produced at every review.

The Functions, Roles and Responsibilities will evolve over time and should be reviewed quarterly and amended as necessary to ensure they reflect the needs of the job..