

PERFORMANCE RELATED JOB DESCRIPTION

Job Title	:	HEAD OF FINANCE
Employee Name	:	VACANCY
Function	:	FINANCE
Reports to	:	FINANCE DIRECTOR
Date	:	OCTOBER 2020

PURPOSE:

To improve strategic decision making by collaborating with all functions to ensure accurate and timely data is used to analyse the numbers, report trends and management of financial reporting.

ACCOUNTABILITIES:

- *Group Budgets*
- *Functional Financial Management and Reporting*
- *Leading Internal and External Audits*
- *Financial Systems – Improvements and Implementations*
- *Finance Policies and Procedures*

RESPONSIBLE FOR:

- **Group Budgets** – Collaborating with Head of Functions to prepare annual budgets
- Reviewing, analysing and reporting on budget performance, providing guidance to ensure effective budget management across the Group
- Providing a business partnering approach to financial management
- **Functional Financial Management and Reporting** – Management of Group cashflow, overseeing the journaling and finalising the weekly BACs payment runs and the monthly payroll run
- Producing management accounts
- Management of month end and year end processes
- Overseeing VAT and VAT analysis
- **Financial Systems** – Ensuring the financial systems are fit for purpose, continually improved and change implementation is managed effectively – guaranteeing the accuracy of the data
- **Finance Policies and Procedures** – Safeguarding the business by ensuring all financial policies and procedures are legally compliant and in-line with professional standards

Education & Experience	Level / Discipline	Essential / Desirable	Comments
Professional Accounting Qualification	ACA ACCA CIMA	Essential	
Degree educated or equivalent	2:1 or above	Essential	
Experience of operating at a similar level	3 years	Essential	
Specific construction industry experience		Desirable	
Experience of using Xero		Desirable	
Experience of using Microsoft NAV		Desirable	
Microsoft Office Suite	Advanced	Essential	

Key Competencies	Essential / Desirable	Comments
Great communication skills; building strong and resilient relationships, both internally and externally	Essential	
Strong financial aptitude; a strategic thinker	Essential	
"Can do" approach with tenacity and strong desire to develop personal skills and experience	Essential	
Diligence to ensure work is completed to the highest standard; accurately and efficiently	Essential	
Takes full ownership of own role and objectives	Essential	
Team player - "hands on, sleeves up" approach	Essential	

Versatility and flexibility - ability to adapt to changes in agenda and task requirements	Essential	
Confident in own abilities but prepared to listen to, and learn from, managers and colleagues	Essential	
Inquisitive - prepared to question the status quo whilst maintaining respect for the views and decisions of your colleagues	Essential	

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

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 and amended as necessary; quarterly with your line manager and annually by the HR Department to ensure they reflect the needs of the job and the needs of the company.