

Location: Grange Moor, Wakefield, WF4 4TD

Job Title: Head of Finance

Hours per week: TBC

Reporting to: Managing Director

Head of Finance Job Purpose:

Overall responsibility for the financial health of a company or organisation. Producing financial budgets, reports and developing strategies based on financial research. Working in partnership with the Senior Management Team (SMT) to drive a profitable, growing and financially healthy business by guiding them in making sound business decisions in the long and short term.

Head of Finance duties and responsibilities include but are not limited to:

- Working in partnership with the SMT to drive a profitable, growing and financially healthy business.
- Responsibility for company budgeting, both monthly for the current financial year PnL and the agreed three-year business plan. This will require collaborating with Senior Management stakeholders including operations, I.T, procurement and those responsible for the company sales and marketing functions.
- Responsibility for reporting on monthly, quarterly and annual 'actual' company financial performance verses budget, highlighting variances and making recommendations to the SMT.
- Responsibility for managing and reporting to SMT on cash flows.
- Supporting SMT colleagues with the necessary financial expertise that will assist in achieving effective delivery of both the company and individual department objectives.
- Identifying both cost avoidance and cost saving opportunities and collaborating with the SMT to establish scope and effective implementation.
- Conduct financial risk assessments, including identifying solutions to mitigate risk, contingency plans and making recommendations to the SMT.
- Evaluate and make recommendations with regard to company investments, including capital and operational expenditure.
- Ensure all company financial activities and audits comply with financial regulations.
- Develop secure procedures to protect and maintain financial information.
- Monitor the day-to-day financial operations within the company, such as payroll, invoicing, cash flow management and other transactions.
- Direct line management of the financial department employees, including financial assistants and accountants.
- Contract outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary.
- Research and analyse financial reports and market trends.
- Provide insightful information and expectations to Senior Management Team to aid in long-term and short-term decision making.
- Stay up to date with technological advances and accounting software to be used for financial purposes.
- Establish and maintain financial policies and procedures for the company.
- Understand and adhere to financial regulations and legislation.
- Identify and implement relevant company policies (expenses etc).
- Management the company's apprenticeship levy processes and payments.
- A positive change influencer and champion of change for the company.

People management duties and responsibilities include but are not limited to:

- Lead by example, manage and motivate your team to succeed.
- Develop, motivate and maintain a high performing and capable finance team by managing, developing and supporting your team effectively.
- Developing and maintaining a two-way communication style
- Liaise with HR Department with regard to key employee processes and issues (e.g. disciplinary/grievance procedures and policies, performance management, absence management etc). Take prompt action to address performance or conduct issues, following formal company policies as and when necessary.
- Manage the performance of team members by agreeing expectations (standards, measures etc.), providing on-going feedback and holding regular performance reviews with your team – adopting a coaching and mentoring management style
- Contribute to the Finance department succession plan by identifying staff development needs and put plans in place to meet them

Head of Finance Job Description

- Carry out return-to-work interviews and follow absence management processes as necessary.
- Participate in recruitment activities and carry out probation reviews for new employees.
- Establish and implement an effective induction and training programme for new finance employees.

Person Specification

Essential Skills, qualifications and experience:

- Proven work experience as Head of Finance, Director of Finance or similar role.
- In depth understanding of cashflow management, bank reconciliation and bookkeeping.
- Hands on experience with budgeting and risk management.
- Excellent knowledge of data analysis and forecasting models.
- Proficiency in accounting software, including Sage 50 Accounts.
- Solid analytical and decision-making skills.
- Experience of presenting to and participating within board meetings.
- Evidenced right to work legally in the UK
- CIMA qualified or equivalent
- Advanced degree in accounting, business, economics, finance, or a related field
- Strong commercial awareness in this industry
- Employee management experience and understanding the importance of effective people management in line with Company policies and procedures (performance management, disciplinary, grievance, absence management, recognition and reward)
- Superior mathematical skills; leadership skills and experience; employee management (team of 5); understanding of data privacy standards; deep understanding of business principles and practices; superior attention to detail; organisational skills; planning skills; research skills; advanced analytical skills; critical thinking skills (ability to respectfully challenge the 'status quo'); strong problem-solving skills ('can do attitude'); multi-tasking abilities; integrity, honesty. IT literate – specifically in MS Excel (advanced); Word, PowerPoint
- Solid communication skills, both written and verbal; public speaking skills; ability to communicate across all levels of the business by changing communication and delivery style. Strong team working ethic, ability to work cross functionally and collaboratively.
- Understanding and importance of health and safety in the workplace.

Desirable

- Experience within a production business and an understanding of how the supply chain works.
- Experience in a similar industry – ecommerce or production business within the production and retail of interior window furnishings.
- Experience of debt management, either bank debt and/or private equity investment and managing those applicable relationships.
- Experience of company mergers and/or acquisitions.