



## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE:** Group Financial Controller

**REPORTING TO:** Chief Financial Officer

**RESPONSIBLE FOR:** N/A

### **JOB SUMMARY:**

### **DUTIES OF THE ROLE**

#### **Financial and operational reporting**

- Monthly Management accounts (UK entities)
- Preparation and submission of quarterly management accounts for bank reporting (for UK entities)
- Management and oversight of UK Finance Team
- Indirect reporting line for overseas entities
- ERP implementation and enhancements of reporting
- Annual budgeting and forecasting (for UK entities)
- Global Sales Order reporting
- Compliance with statutory reporting requirements
- Ad hoc queries for CFO/CEO

#### **Statutory reporting (UK entities and some non-UK entities)**

- Annual financial statements audit (UK entities and assistance with some overseas)
- Provision of information and supporting documentation for UK auditors (and some overseas work also)
- Consolidation of global financial statements to UK holding companies
- Liaison and working with external accountants in UK and overseas
- Coordination of overseas audits to meet UK timetable

#### **Overseas entities accounting support**

- Oversight and support to subsidiaries including
  - Review of monthly management accounts
  - Ad hoc queries
- Global intercompany reconciliation
- Local GST and tax reporting oversight

### **OTHER DUTIES:**

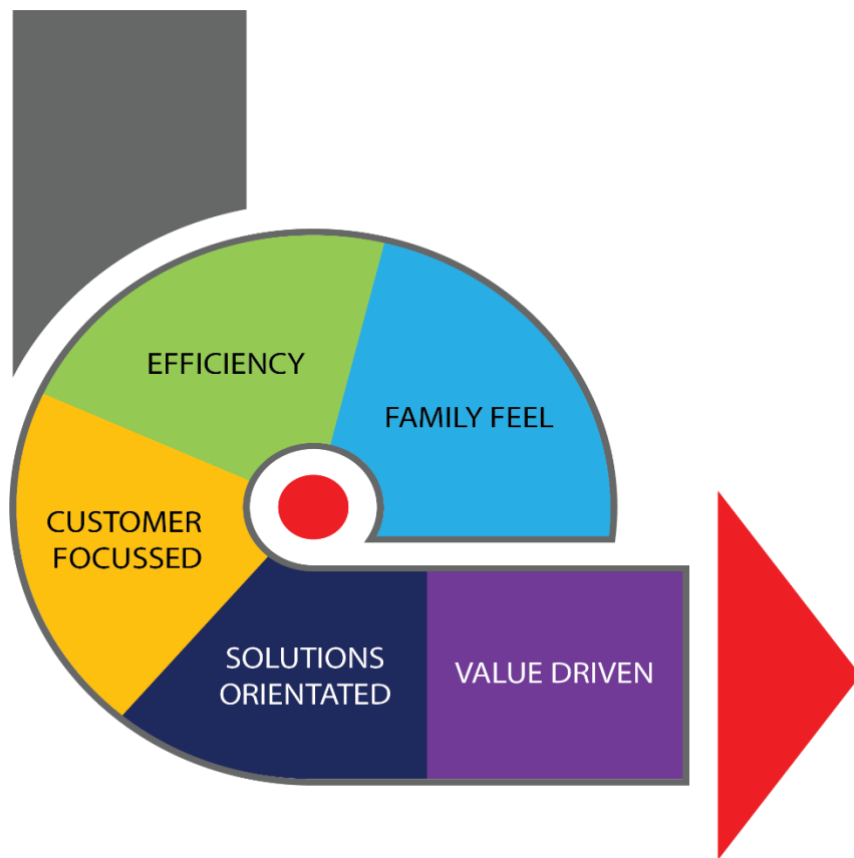
A degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.



## **HEALTH AND SAFETY:**

The Company has a Health and Safety Policy which outlines it's responsibilities as an employer and the responsibilities of it's employees in respect of health and safety. All employees need to be aware of this policy and comply with it's content.

## COMPANY VALUES



### **PROUD**

We are proud to be a family business and want all of our people to feel a sense of inclusion, support and belonging

### **EFFICIENT**

We are forward thinking and focussed on innovation. We invest in advanced manufacturing and seek out opportunities to reduce our carbon footprints, whilst our streamlined production flow allows us to deliver on time

### **SOLUTIONS ORIENTATED**

We are bulk material handling specialists and work with our customers to deliver the best solutions to suit their needs

### **CUSTOMER FOCUSED**

We operate globally with local presence across five continents. We are committed to supporting our customers from first contact and continually look for opportunities to add value and maintain long term relationships

### **VALUE DRIVEN**

We manufacture durable, reliable products which continue to deliver value for our customers

	Essential or Desirable
<b>Education</b> ACA/ACCA/AAT Level 4 or equivalent or demonstrable experience of working in a similar post	E
<b>Knowledge and Experience</b> Good level of accounting knowledge and standards	E
Understanding of financial systems and processes	E
Experience of working in a manufacturing/engineering environment	D
Working knowledge of EFACS or other accounting packages	D
Experience of multi-currency and multi-territory transaction reporting	E
Experience of data management and reporting standards	E
Experience of using different accounting systems with the ability to consolidate to standard reporting and managing data integrity throughout	E
Demonstrable experience of using MS Excel and PowerB1	E
<b>Skills and attributes</b> Excellent excel and data analysis skills	E
Excellent communication, verbal and written skills	E
Professional with the ability to quickly establish and where appropriate further develop effective relationships with key internal and external stakeholders	E
Excellent interpersonal skills to deal with challenging situations	E
Excellent influencing and collaboration skills	E
Analytical with a problem solving mindset	E
Deliver with the highest integrity the best service to all our internal/external customers	E
Be resilient and positively adapt to change	E
Self-motivated with a desire to set high standards of work performance for yourself	E
Excellent organisational skills with the ability to manage workload with competing priorities and frequent interruptions	E



A self-starter who focuses on generating opportunities and outcomes	E
A positive outlook with the ability to inspire confidence and provide vision	E
Professional with the ability to liaise with stakeholders at all levels	E
Ability to travel to other UK sites (South West and Wales)	E