

Job Description

Job Title:	UK & Export Financial Controller	Reporting To:	UK General Manager
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Job Summary:

Job Purpose:	<p>Provide financial and commercial support to General Manager of UK Distribution and Export Sales business units.</p> <p>Primary contact in managing debtors/credit notes and cash collection</p> <p>Maintain and improve financial processes within the business units.</p>
Primary Duties:	<p>General</p> <ul style="list-style-type: none"> ➤ Support the General Manager in preparing and understanding the P&L for the business units. ➤ Prepare budgets monthly re-forecasts with variance analysis ➤ Highlight risks and opportunities which could impact the P&L of the business unit ➤ Ensure that all group reporting deadlines are met ➤ Manage all components of working capital to maximise cash ➤ Prepare weekly cash flow ➤ Sign off authority for all invoices, credits and cash disbursements of the business segment. <p>Reporting</p> <ul style="list-style-type: none"> ➤ Prepare all management reports required for business unit ➤ Responsible for quarterly review of all provisions relative to channel exposures and the preparation of reports identifying adjustments required ➤ QMS log 'policing' and set up of ongoing meetings with sales account managers to keep queries to a minimum. <p>Financial Control</p> <ul style="list-style-type: none"> ➤ Manage the relationship with PDQ ➤ Responsible for monthly close ➤ Manage Budgeting & forecasting process for business unit ➤ Be aware of significant variances from plan and report to General Manager. ➤ Ensure that sufficient/appropriate financial information is available for senior managers to be able to run the business effectively ➤ Monthly variance analysis of overheads by departments (actual versus budget and reforecast) including commentary thereon.

	<p>Other</p> <ul style="list-style-type: none"> ➤ Manage manual invoicing process
Key Stakeholders:	General Manager - UK Distribution, Export Director, Group Finance Director and CFO

Person Specification:

Profile	Essential	Desirable
Experience & Qualifications	<p>ACA qualified with extensive commercial experience</p> <p>Strong Commercial acumen with the ability question and challenge all areas within business unit</p>	Industry experience desirable
Technical Skills	<p>Excel to good level</p> <p>Strong systems knowledge</p> <p>Good current/recent knowledge of UK/IFRS reporting standards</p>	Agresso experience, desirable.
Interpersonal Skills	<p>Effective and capable communication skills</p> <p>Excellent time management skills</p> <p>Highly motivated to ensure meet deadlines & targets</p> <p>Ability to deal effectively with multiple tasks</p> <p>Desire to show initiative, get involved & add value</p> <p>Ability to interact and explain financial principals to non-financial staff in business unit</p>	
Other Skills/Requirements	Team Player	

Motivations & Interests		
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