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# Job description

## **Job title:** Finance Manager

### Main purpose

The Finance Manager is responsible for leading the day-to-day financial operations of the business, ensuring the integrity and accuracy of financial information, maintaining a robust control environment, and supporting the delivery of business objectives through high-quality financial reporting and analysis.

Reporting to the Group Financial Controller, the Finance Manager will oversee the month-end close process, manage the operational finance team, ensure compliance with statutory and group requirements, and provide analytics to support decision-making across the organisation.

The role acts as a key link between operational finance and senior management, driving continuous improvement in financial processes, controls, and reporting.

### Main duties

**Financial Reporting & Control**

- Manage the monthly, quarterly and annual financial close process of the group.
- Ensure timely and accurate preparation of consolidated management accounts., including liaising with 3rd party book-keepers.
- Review balance sheet reconciliations and maintain strong financial controls.
- Monitor and improve the quality and integrity of financial data.
- Support the preparation of annual statutory accounts and external audits.
- Ensure compliance with accounting standards, company policies, and regulatory requirements.

**Budgeting, Forecasting & Analysis**

- Support the Finance Business Partner in annual budgeting and periodic forecasting processes where applicable.
- Provide variance analysis and commentary on financial performance.
- Identify trends, risks, and opportunities through financial analysis.
- Assist with cash flow forecasting and working capital management.

**Team Leadership**

- Manage, coach, and develop members of the operational finance team.
- Set objectives and performance expectations for direct reports.
- Promote a culture of accountability, continuous improvement, and professional development.
- Ensure appropriate workload planning and resource allocation within the team.

**Process Improvement**

- Identify and implement process improvements to enhance efficiency and control.
- Support finance transformation and system improvement initiatives.
- Develop and document financial procedures and best practices.
- Leverage technology and automation to streamline financial processes.

**Stakeholder Management**

- Build strong relationships with department managers and key stakeholders.
- Act as a trusted individual across the organisation.
- Deputise for the Group Financial Controller when required.

**Treasury & Compliance**

- Support cash management activities and banking relationships.
- Monitor compliance with internal controls and delegated authorities.
- Assist with tax, VAT, and other statutory reporting requirements.

**Team**

- Line management, including recruitment and performance management.
- Ensure capability development, training and succession consideration.
- Provide input into regular operational management meetings and reports as required.

## Job specific duties (responsibilities include but are not limited to)

The Finance Manager may also be required to:

- Act as deputy to the Group Financial Controller during periods of absence.
- Support the preparation of board, executive, and committee reporting packs.
- Lead key elements of the annual audit process, acting as a primary contact for external auditors.
- Assist in the preparation and submission of VAT returns, corporation tax schedules, and other statutory filings.
- Support the implementation, development, and optimisation of finance systems and reporting tools.
- Contribute to finance transformation initiatives, including process automation and continuous improvement activities.
- Develop, maintain, and document finance policies, procedures, and internal controls.
- Support treasury management activities, including cash flow monitoring and banking relationships.
- Assist with the preparation of annual budgets, strategic plans, and periodic reforecasts.
- Undertake ad hoc financial analysis and reporting requested by the Executive or senior management.
- Provide training and financial guidance to non-finance managers across the business.
- Participate in cross-functional projects and business improvement initiatives.
- Maintain awareness of developments in accounting standards, tax legislation, and financial best practice, ensuring any impacts on the business are appropriately addressed.
- Carry out any other duties reasonably required by the Group Financial Controller or CFO in support of the wider finance function and organisational objectives.

**Key Relationships:**

a. Finance Team
b. Group Financial Controller
c. Chief Finance Officer, (CFO)
d. Divisional Directors
e. Project Teams

## What does success look like?

- Accurate and timely financial reporting, with consolidated management accounts, forecasts, and year-end deliverables consistently produced to agreed deadlines and a high standard.
- Strong financial control and compliance, with robust balance sheet reconciliations, successful audits, and adherence to all statutory, tax, and regulatory requirements.
- A high-performing operational finance team, where individuals are motivated, developed, and equipped to deliver excellent service to the wider business.
- Trusted individual, providing insightful financial analysis and guidance that supports operational decision-making and drives business performance.
- Continuous improvement of finance processes, delivering efficiencies through better controls, streamlined procedures, and effective use of systems and automation.

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| **Group** | Corporate Services |

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| **Reports to** | Group Financial Controller |
| **Responsible for** | Operational finance team management |
| **Date agreed** | August 2026 |