

JOB TITLE – Financial Controller - Anstey

REPORTS TO – Finance Director - Manufacturing

LOCATION - Loughborough

DEPARTMENT– Finance

SCOPE OF JOB – lead the reporting and forecasting and transaction processing as Controller for the Anstey wall coverings business

PURPOSE – Provide financial controllership function across the Anstey operation in a timely manner

RESPONSIBILITIES

Specific action statements of the job that contribute to achieving its overall purpose.

- Report on key business indicators daily
- Work across the supply chain to deliver best in class finance practices
- Deliver monthly results to all stakeholders - Revenue, Profit, Cash and Balance Sheet
- Prepare and lead the business through an annual audit process
- Deliver group Plc reporting end of year and interim group reporting packages
- Deliver monthly cash flow forecasting and review opportunities to improve cash position
- Lead the Anstey budgeting and forecasting processes working with leadership team in Anstey and the Groups business planning team
- Manage Capex proposals in the business
- Deliver appropriate accounting systems, controls and processes
- Update and maintain product costing systems
- Support the business development team with sales and margin analysis, amongst other support, for our third-party customer base
- Deliver a quality transaction processing function covering revenue, purchases, expenses, payroll and general accounting
- Deliver service in line with agreed controls and procedures, ensuring efficient and professional response to queries
- Participate in continuous improvement initiatives; proactively seek opportunities to improve service delivery to customers
- Provide information for monthly key performance indicators
- Be responsible for health & safety in the working area

MEASURES OF SUCCESS

- Delivery of the monthly management accounts, statutory accounts and reporting to group to agreed deadlines with accurate and relevant financial information
- Accuracy of monthly management accounts and across all work areas
- Tangible and measurable continuous improvements across areas of responsibility

CONNECTING WITH OTHERS

- Group plc finance - Delivery of the monthly management accounts, statutory accounts and ad hoc reporting
- External Auditors – Provide documentation and assist with any questions regarding year end or half year accounts
- Budget holders – Assist with ad hoc queries and analysis

<ul style="list-style-type: none"> Local management and employees – Assist with ad hoc queries and analysis 	
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<p>QUALIFICATION</p> <ul style="list-style-type: none"> ACCA/ACA/ CIMA qualified 	<p>EXPERIENCE & SKILLS</p> <ul style="list-style-type: none"> • Controllership positions • Manufacturing systems and processes experience • Plc audit and reporting experience • Team management skills • High degree of attention to detail with the ability to self-review and error-check work to ensure accuracy • Highly developed problem-solving abilities and organisational skills • Competent user of MS Excel, Word and Power-Point • Excellent numerical and communication skills • Able to report finance information to non-finance colleagues • Effective organisation and planning skills; able to plan and monitor own workload to meet tight deadlines. • Demonstrable experience in management accounting and budgeting and business planning • Commercial and financial acumen
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<p>BEHAVIOURS</p> <p>Collaborative, Customer Focussed, Proactive, Organised, Adaptable, Conscientious, Innovative, Attention to detail, Approachable</p>
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FOR LINE MANAGER ROLES ONLY

TOTAL EMPLOYEES – 135	DIRECT REPORTS –4
COST RESPONSIBILITY – £18m cost base	REVENUE RESPONSIBILITY – £20 million turnover
INFLUENCE – LEADERSHIP TEAM, PLC MANAGEMENT AND STAFF IN ANSTEY	

I agree within reason to undertake other duties over and above those listed in the job description.