

**Role Purpose:** To ensure delivery of effective financial processes and controls that support business objectives and operational needs.

<b>Function / Business Unit:</b> Finance	<b>Location:</b> Bridgwater
<b>Reporting Line:</b> Finance Director	<b>Budget Responsibility:</b> N/A
<b>Team Management:</b> Circa 20	
<b>Key Accountabilities / Responsibilities:</b> <ul style="list-style-type: none"> <li>– Accountability for AP, AR function, expenses, finance systems, cash reconciliation, management accounting and retail finance business partnering</li> <li>– Lead the continual review of finance systems and processes to ensure best practice</li> <li>– Lead finance led planning activities, which include; delivery of the 5 Year Plan, budget and forecasting cycles. Working closely with the Finance business partners to help deliver a robust planning cycle.</li> <li>– Introduce rolling forecasts</li> <li>– Oversee preparation of Statutory Reports and liaison with external auditors</li> <li>– Ensure strong financial controls inline with Group manuals</li> <li>– Develop a clear understanding of the main risk areas for the business and take steps, in conjunction with the ELT, to mitigate them</li> <li>– Ability to develop the management accounts and KPIs as the business develops</li> <li>– Overseeing the timely completion of the preparation of monthly management accounts</li> <li>– Ability to challenge and replace established processes and procedures where necessary</li> <li>– Work collaboratively with the Group Trade Credit Director to run the Trade Credit initiative ensuring decisions balance commerciality and risk appetite</li> <li>– Lead the preparation of both SLT, TS board and TP board packs, providing the senior team with clear information that is easily understood and can be used to drive actionable insights</li> <li>– Create and produce effective performance KPIs (feeding daily, weekly and monthly performance schedules) that provide the core financial statistics to the business</li> <li>– Embed FP&amp;A processes into Prophix (virtual Finance Analyst)</li> <li>– Continuously challenge current processes and recommend improvements to all aspects of reporting and analysis.</li> <li>– Business partner SLT members to ensure strong governance across the organisation</li> </ul>	<b>Required Skills &amp; Experience:</b> <ul style="list-style-type: none"> <li>– 5 years post qualified CIMA/ACCA/ACA</li> <li>– Strong business partnering and stakeholder engagement skills coupled with strong analytical capabilities</li> <li>– Excellent data management skills</li> <li>– Competent user of Microsoft office e.g Excel (advanced level) PowerPoint, word etc</li> <li>– Excellent written and verbal communications skills</li> <li>– Confident in liaising at all levels of the business</li> <li>– Experience in a large FMCG or retail company</li> </ul> <b>Behaviours:</b> <p><b>Detail orientated</b> - Thorough and accurate on all areas when working on a task. Performs tasks with care; is thorough. Makes few if any errors.</p> <p><b>Communication</b> -- Communicates openly and effectively, ensuring that messages are clear and concise. Adapt content and style to help others understand</p> <p><b>Relationship building</b> - Listens actively to the content of what people are saying and responds appropriately. Is aware of own natural style, values individuality and works out how best to apply it. Develops a network of contacts and builds trust.</p> <p><b>Drive and motivation</b> - Focuses on results and desired outcomes and how best to achieve them. Takes ownership for completing tasks and gets the job done</p> <p><b>Analytical</b> – Goes beyond analysing factual information/data to develop a conceptual understanding of the meaning of a range of information. Notices when data appears wrong or incomplete or needs verification recommendations.</p> <p><b>Problem Solving</b> - Anticipates problems and their impact. Weigh up alternatives and arrives at reasonable decisions.</p> <p><b>Teamwork and collaboration</b> – Understands the importance of team working. Looks for way in which to support and help others</p> <p><b>Resilience</b> - Is confident to challenge constructively when the situation demands it and can anticipate positive outcomes to difficult situations and helps</p>

<ul style="list-style-type: none"> <li>– Add value to the business by connecting Finance with the Retail Operations team, helping to determine the strategy, providing decision support to drive operational improvements</li> <li>– Strive to improve processes and reduce time on data production so analysis becomes the key focus.</li> <li>– Active member of the ELT who continually seeks out opportunities to improve business performance</li> </ul>	<p>others do likewise. Guides and encourages others to remain resilient under challenging situations. Comfortable operating in an uncertain, complex and ambiguous environment.</p>
---	---