

POSITION INFORMATION SHEET (Non-Collective)	
Position Title	Financial Controller
Title of Supervisor	Head of Finance
Title of next level Supervisor	Chief Financial Officer
Location	Sheffield
Is the position responsible for the supervision of other employees?	Yes
Does the position have budget responsibility?	No
Hours of work	37.5 hours per week

Job Summary

As the Financial Controller, you will play a pivotal role in managing and running the day-to-day accounting function for the business. Reporting to the HoF, you will be responsible for overseeing financial planning and analysis, budgeting, forecasting and reporting, and working capital management ensuring accurate and insightful financial understanding to support key business decisions.

Additionally, you will manage a team of finance professionals, fostering their growth and development while maintaining a collaborative and results driven environment.

Primary Duties and Responsibilities

- Oversee full month end close process, including management accounts, inventory valuations, balance sheet reconciliations and all other reporting, ensuring completion within strict group reporting deadlines
- Cashflow forecasting and working capital management
- Responsibility for end-to-end financial processes and procedures
- Actively review and drive improvements in KPI metrics
- Ensure the production of timely, accurate financial and operational performance reports to the senior leadership team
- Conduct in-depth financial analysis to identify trends, opportunities and areas for improvement
- Monitor and ensure compliance with relevant financial regulations and standards
- Lead budgeting and forecasting processes, aligning financial plans with business objectives
- Ongoing development of ERP and other reporting platforms
- Support delivery of departmental business plan
- Financial compliance lead for Tax, and both internal & external Audit requirements
- Developing, support and mentoring of 3 finance team members

Skills, Experience and Qualification

Essential

- ACA/ACCA/CIMA qualified
- Demonstrable experience in a relevant manufacturing environment at a senior level

Demonstrable

- Knowledge of UK GAAP, IFRS and Statutory Accounts
- Have advanced level IT skills including Microsoft Excel, Word, Powerpoint and E-mail
- Previous experience of staff management

Skills, Experience and Qualification cont.

Qualities & Attributes

- Exemplary communication skills - both verbally and in writing and at all levels both inside and outside the company
- Ability to develop strong, successful relationships with internal stakeholders
- Great problem resolution and logical reasoning abilities
- Significant demonstrated experience of leading complex, multi-functional projects
- Positive working attitude and can-do approach to daily tasks