

JOB TITLE:	Finance Director
REPORTS TO:	CEO Breathing Buildings Dotted line: UK Ventilation Group Finance Director
DEPARTMENT:	Finance
DIRECT REPORTS:	3 (FC; Accounts Payable; Sale Order to Cash)

JOB PURPOSE

Finance Director within Breathing Buildings (part of Volution Group plc) supporting the senior management team.

The role will have extensive commercial and operational input with some business partnering experience being vital. The Finance Director will work closely with the CEO and other departments on assignments and projects providing financial support as required.

The timely production of accurate financial information, management accounts and analysis will be required with investigation and understanding of variances and opportunities.

The Finance Director will ensure that financial control is effectively managed throughout the business and ensure compliance with relevant legislative and regulatory requirements and submissions. To actively contribute to raising the quality and standard of financial information, setting the strategy for the business and delivering on growth aspirations.

KEY AREAS OF DUTY & RESPONSIBILITY

Supporting the CEO to continue to grow the business, setting and delivery of the strategic plan, ensuring that the business is able to adapt as required to support the growth aspiration.

Complete month end and assist in the process to manage monthly management accounts production to include profit and loss account, balance sheet, operating cash flow statements and capital expenditure.

Produce and report monthly sales KPIs including sales volumes, margin analysis and pricing information.

Maintain the NetSuite accounting system to ensure management and financial information is accurate. Transition the current Excel based reporting of sales information and quotations into NetSuite CRM.

Develop a rigorous balance sheet reconciliation process that produces a complete reconciliation for each account monthly.

Reporting of results to the Group head Office and preparation of monthly board materials.

Help to maintain an effective control environment and suggest any changes to it throughout the business. Audit of prices, stock takes, fixed assets and control environment compliance.

Review of weekly cash forecasting and weekly KPI's.

Prepare annual, quarterly or monthly Company regulatory requirements including corporation tax, VAT returns, P11Ds & National statistics.

Produce year end statutory accounts and tax information.

Be a key contact point for the annual audit, including liaison with external auditors and providing responses to audit queries.

Manage the Accounts Payable and Credit Control functions to ensure best use of their time.

Drive the continuing development and motivation of the whole Finance Team and play a key role in promoting the finance function to the wider business.

Recommend new procedures and policies that will improve efficiency of the Company.

Identify non-value added activities and find cost effective ways of reducing them to a minimum.

Play an integral part in the Finance Team.

Ad-hoc reporting and duties to support the senior management team.

KEY RELATIONSHIPS

Finance relationships will be key, although the role will also require interaction with most department heads further developing in them strong finance ethics and a better control environment.

To help maintain external relationships with professional advisors, auditors and sister companies as necessary.

SKILLS AND KNOWLEDGE

Qualified accountant, preferably ACA/ACCA/CIMA, including knowledge of technical issues and taxation.

Operational experience of a manufacturing environment would be an advantage.

Must be proficient in the use of software applications and experience in the operation of integrated accounting ledgers, along with advanced excel skills.

PERSONAL QUALITIES

Proven to be self-motivated and pro-active leader of a Finance team with a commitment to getting the job done.

Dedicated to furthering the standards of the department and finding solutions that fit the business.

Good interpersonal skills and understanding of organisations, being able to clearly explain financial information and terminology to non-technical parties and to communicate effectively at all levels within the organisation and with external parties such as auditors.

Able to cope with change and conflicting demands.

Good personal time management and priority setting and comfortable working to deadlines.

Inspires others to achieve. Learns and shares knowledge.

Signed.....Date.....