**Job Description – Group Finance Director**

**Key Objectives & Purpose**

* Lead all financial planning, analysis and reporting for veSpace International
* Post-acquisition integration of all businesses to ensure effective systems, processes and appropriate and timely group reporting
* Collaborate with cross functional teams across the business to optimise resource allocation and profitability
* Lead the finance team to ensure they maintain sound financial systems and process and produce accurate, reliable and timely financial information that informs business decision making
* To be part of the SET (Senior Executive Team) and contribute to drive the business forward over the coming 5 years as per the business plan

**Role Responsibilities**

* Integrating the financial management and reporting of all acquisitions
* Reviewing the existing finance systems and processes to identify and implement improvements that will ensure the accuracy of data and timely and appropriate reporting
* Work with key staff across the business to produce a robust annual budget for each company and the group and produce reforecasts as required
* Ensuring the production of high-quality monthly management accounts and financial information for the group, including appropriate KPI information
* Comparing monthly performance with operating plans, budgets and forecasts and interpreting the results of operations to the senior leadership team
* Establishing appropriate systems for managing and reporting cashflow to maximise liquidity and minimise risk
* Completing year-end company and consolidated financial statements
* Overseeing the production of all supporting schedules for the annual audit and liaising with the external auditors to ensure they can complete the audit in a timely fashion
* Contributing to strategic business planning and supporting future acquisition activity
* Leading the finance function to ensure the staff have the relevant skills to meet the needs of the business and are supported and developed so they can contribute to the best of their ability
* Safeguarding the assets of the business by implementing an appropriate system of internal controls and suitable insurance cover
* Ensuring all business taxes are correctly calculated and paid over to avoid interest and penalties.
* Providing commercial support for negotiations and discussions with clients, venues and partners.

**Person Specification**

**Experience**

* At least 10 years post qualification experience, including 5 years at Senior Management Level
* Post-acquisition integration of business systems, processes and reporting
* Group financial reporting
* Process management improvements
* Successful leadership of a team
* Experience in preparing and filing statutory accounts and tax returns

**Skills & Qualifications**

* Recognised accountancy qualification
* Strategic thinker
* Strong analytical and problem solving skills
* Excellent communicator at all levels
* Excellent organisational skills and attention to detail
* Familiar with a variety of accounting systems, and MS Office, including excellent Excel skills
* Ability to work to strict and tight deadlines and to multi-task
* Ability to work on own initiative and as part of a team.

**Required Competencies**

* **Accountability**- Being accountable for one’s own actions and taking ownership of work.
* **Attention to detail**-The ability to process detailed information accurately, timely and effectively.
* **Cooperation** – The ability to work effectively with others in the Team and other Departments.
* **Planning and Organising** - The ability to determine goals and prioritise workload to meet deadlines.
* **Stress Management** – The ability to perform under pressure whilst maintaining accuracy and a positive attitude.
* **Communication** – The ability to communicate effectively with internal and external stakeholders face to face, via email and telephone.
* **Integrity**- Adhering to standards and Company values.
* **Adaptability**- The ability to remain fully functional by adapting to changing circumstances (environment, procedures, people)

**OUR COMPANY VALUES**: Elegant, Together, Innovative, Real, Focused

**Reports to**

* CEO

**Direct reports**

* Commercial Financial Controller
* Commercial Finance Manager
* Credit Manager

**Work Hours and Benefits**

* Monday – Friday, 9.00 am – 5.30 pm. Please note this role requires travel, which may incorporate an earlier start or a later finish. Please also note client event hosting is a necessary part of the role, which sits out of office hours
* Competitive holiday
* Company laptop
* Annual financial target bonus
* Long Service recognition scheme
* Monthly and annual employee recognition
* Flexible holiday scheme
* Death in service life insurance
* Wellbeing App
* Access to travel industry hotel rates