

Job Description – Commercial Finance Manager

Reports to:
CFO

Direct Reports:

- Senior Operations Support
- Operations Support
- Assistant Accountant
- Finance and Planning Analyst

Role Purpose

The role involves managing various aspects of financial reporting and operations within the company along with management of a section within the finance team.

To live and breathe our values, ensuring they are at the heart of all business relationships and decisions.

Key Role Responsibilities

- Monthly management account production for Group
- Board pack and report production for Finance (and possibly Sales)
- Overseeing the sales forecasting process
- Delivering Ops reporting to COO as required - as a minimum delivery by team and contribution margin analysis
- Managing project reconciliation teams
- Owning master project reconciliation template
- Ad hoc reporting as required

Required Competencies

- Accountability - Being accountable for one's own actions and taking ownership of work.
- Attention to detail and 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)

Experience

- Worked within finance function for 7+ years
- Well-rounded finance experience

Skills & Qualifications

- Qualified ACA/ACCA/CIMA
- People/communication skills – important in dealing with previous owners of acquisitions, professional advisers and non-finance people within veSpace
- Able to work under pressure
- Able to prioritise
- Excellent team player
- Sage/Xero and advantage, but not a necessity
- PC literacy, including Excel, PowerPoint & Word

Work Hours and Benefits

- Work Hours: Monday to 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 hosting is a necessary part of the role, which sits out of office hours

Other Benefits:

- Company laptop
- Long Service Recognition Scheme
- Monthly and Annual Employee Awards
- Flexible Holiday Purchase Scheme
- Death in Service Life Insurance
- Access to travel and hospitality discounts
- Cycle to Work Scheme

Our Company Values

Elegant | Together | Innovative | Real | Focused