

Role Purpose:

As a member of the Senior Management Team, reporting to the Finance Director:

- Support by providing accurate, timely business intelligence across the business to allow decisions to be taken which enable higher income and business growth.
- Anticipate opportunities and risks and present these in a way that the business can act to obtain the greatest benefit.
- Influence wider business process by asking the right questions at the right time
- Be the expert/custodian of technical accounting / data analysis

Key Result Areas:

1. Evaluate market intelligence data regularly and leverage to inform operational activities and strategic planning
2. Measurement of KPI and KRI in conjunction with operational teams and driving reporting, interpretation and decision making
3. Ensure that appropriate controls are in place to ensure governance and risk reduction
4. Improve the internal controls to maximise revenue and reduce risk
5. Coaching and developing finance the team to improve the capability and capacity.
6. To ensure compliance with all accounting standards and to advise on future changes which may have a business impact.
7. Take a lead role across the business with regards to measures and reporting, providing support and challenge to ensure we obtain the best business outcomes.

Key Measures:

- Time: 25%past:25%present:50% future
- Nu-Heat Top 20 measures delivered in timely fashion, KRI's measured monthly & KPI's measured weekly and daily through the S&OP board
- Clean Audit report

Person Specification:

Confident, organised, diligent, patient, tactful with high personal standards of integrity. An effective communicator who can explain complex financial and management information to an audience of wide skill levels. Flexible and adaptable to the needs of the business. Self-motivated and committed.

Practical Experience

Being a skilled Finance professional who has an in-depth knowledge of both financial and management accounts. Demonstrate ability to lead a Finance team and being the operational lead for Finance. Be commercially aware, show initiative and have the ability to work independently as well as within a team. Provide examples of excellent customer service. Experience of dealing with external stakeholders like Auditors and Banks. Ability to present to Board and senior management. Experience of leading change either inside or outside the finance function. Have a good understanding of Finance IT including Advanced Excel skills, preferably experience of a mid market CRM/ERP system.

Key Responsibilities	Activities
Management & Director team	<ul style="list-style-type: none"> • Participate fully in weekly Sales and Operations planning meetings, bi-monthly Senior Management meetings and regular meetings with the MD and Sales management on Sales analysis and performance. • Produce a Market forecast quarterly in conjunction with the MD and FD for use in strategic planning • Compile and produce monthly managers report for the board, including Finance page, KPI and KRIs • Be a critical friend to the management team on both operational and strategic matters
Manage Finance Team	<ul style="list-style-type: none"> • Lead a team of 4 responsible for the operational finance aspects of an SME (Sales Ledger, Credit Control, Purchase Ledger, Statutory Returns and Payroll) • Supervise bacs and foreign payments. • Maintain cash-flow forecast. • Manage individual monthly 1-2-1s and bi-annual Personal Development Reviews for the Finance Team. • Manage and complete personal, team and Company objectives.
Financial Accounting	<ul style="list-style-type: none"> • 1st point of contact for Annual audit of the Nu Heat group. • Manage production of annual audit file which provides supporting documentation. • Liaise with Audit team on preparation of Statutory Accounts and Notes. • Compilation of the tax pack for the auditors to complete the corporation tax computations. • Ensure Nu Heat books reflect the statutory accounts. • Ensure Nu Heat meets current UK GAAP and FRS102
Management Accounting	<ul style="list-style-type: none"> • Responsibility for preparation of monthly management accounts to include day 1 flash report • Manage monthly reconciliation of balance sheet and maintenance of prepayments, accruals and fixed assets • Issue and challenge management team on budget variances • Support managers with analysis and reporting in their areas • Completion of statutory and commercial returns (ONS, BEAMA) • Support the Management team and Directors in the preparation annual budgets and longer-term plans • Assist with any other ad-hoc projects or tasks
Other Duties:	<ul style="list-style-type: none"> • Manage calculation of monthly sales commissions and annual bonuses • Liaise with distribution team on non-moving and slow moving stock identification and provision • To participate in the company's PDR process • To undertake relevant staff development/training. • To be responsible for the health and safety of self and others.

The list of job duties within this description is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post.