

Job Title:	Finance Director	Position Type:	Full-time
Location:	Judges House, Laughton	Travel Required:	5%
HR Contact:	personnel@quorumtech.com	Date posted:	February 22, 2022

Job Description

MAIN PURPOSE OF JOB

This is a new role, reflecting the need for stronger financial planning in a company which has grown rapidly in recent years. Reporting to the Managing Director, the Finance Director will assume full responsibility for all financial aspects of Quorum's business, including hands-on management of the accounting functions and IT systems. The Finance Director will be a key member of the Senior Management Team, providing reports and analysis which will help steer decisions to achieve the most profitable results for the company

RELATIONSHIPS

REPORTS TO: Managing Director

RESPONSIBLE FOR: Finance team, Sales admin team (matrix reporting)

INTERACTS WITH: Leadership Team, Group Financial Controller

ROLE AND RESPONSIBILITIES

The Financial Director leads all financial planning and analysis, including forecasting, budgeting, and cash flow management. Key tasks include:

Strategic Support

- Form a close working relationship with the Managing Director and other Senior Executives.
- Contribute to the development of company strategy across all areas of the business, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets and business drivers

Business Analysis

- Develop new departmental dashboards, tracking KPIs linked to strategic goals and reporting on variances in performance at end of month.
- Prepare annual and long-term budgets and forecasts, as well as monthly variance reports.
- Identify opportunities for margin improvement and cost savings across the business.
- Plan and manage cash flow.

Financial Leadership

- Develop the Finance and Accounting strategy, to optimise the company's financial performance and eliminate inefficiencies.
- Ensure that company financial and IT systems are robust, compliant and support current activities and future growth.
- Manage and lead the finance team through month-end, year-end and annual budgeting and forecasting.
- Work with various departments to help them plan and manage their own budgets.
- Provide guidance to local management on technical accounting issues
- Develop and support the finance team, including recruitment and performance management.

Information Systems

- Take overall responsibility for Quorum's information systems, including the SAP Business One ERP system.
- Ensure data quality in SAP, working with all levels of the business to align processes with reporting requirements and secure compliance with those processes.
- Work with SAP provider to develop and update company-wide dashboards and reports as required by Managing Director and other Senior Executives.
- Work with IT providers in continual improvement and development of SAP B1 and other management reporting processes, including upgrades of software and infrastructure.

Accounting

- Oversee day-to-day accounting functions, including payroll and VAT.
- Oversee preparation of monthly company accounts and associated reporting pack.
- Present and discuss the weekly/monthly results with the Leadership Team and Group Head Office.
- Preparation of annual financial statements, including working with our AIM listed parent as required.
- Apply group policies regarding sales recognition, depreciation, capital requirements, etc., as appropriate.
- Management of year-end audit process and auditor relationship.
- Preparation of R&D Tax credits claim.

Other responsibilities

- Responsible for payroll and related employee benefits and schemes
- Main point of contact for group insurance renewal.
- Main point of contact for banks, auditors and other financial advisors.
- Main point of contact for government surveys (e.g., Office for National Statistics).
- Ad hoc project work as deemed necessary by the business.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

PERFORMANCE MEASUREMENT

- Concise, detailed, and accurate reporting of past results, future forecasts and departmental KPIs as required by MD and Group.
- Compliance with HMRC and Pensions regulations.
- Adherence to accounting standards and company processes as evidenced by external and internal audits.
- Ability to meet customer expectations and to maintain Quorum's established reputation for excellence.
- Levels of injurious incidents, reportable accidents, employee absence and labour turnover within Finance department.
- Ability to ensure that all established administrative routines and records are kept accurately and up to date.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

The successful candidate will be a fully qualified accountant (ACA/ACCA/CIMA or equivalent)

REQUIRED EXPERIENCE AND SKILLS

The successful candidate must have:

- Experience in a senior finance position in a manufacturing environment, leading change and developing ways of improving financial management processes in a growing business.

- Excellent working knowledge of ERP/MRP systems is essential. Experience with SAP B1 would be a significant advantage.
- Experience using KPIs and departmental dashboards to drive and support business managers.
- Ability to analyse problems and express financial implications and recommendations in clear business cases at all levels.
- A forward-thinking mentality with a desire to work in a fast-paced and innovative environment.
- Excellent communication skills, the ability to challenge and question while maintaining positive relationships.
- Strong interpersonal and people management skills.
- Technically proficient in accounting and tax regulations.

ADDITIONAL NOTES:

Key Words: finance director | accountant | ACA | ACCA | CIMA | SAP

Quorum