



JOB DESCRIPTION

Job title
Financial Controller
Name of person or job role reporting to
Responsibilities
<ul style="list-style-type: none">• Manage day-to-day financial operations, ensuring accuracy in management accounts, reconciliations, and compliance• Oversee payroll, tax compliance, VAT returns, and regulatory requirements• Lead on cash flow management, financial forecasting, and investment analysis• Ensure robust financial controls and risk management• Lead financial planning, budgeting, forecasting, and reporting, providing insights to support business decisions• Work closely with the Group MD on strategic financial initiatives, identifying cost-saving and efficiency opportunities• Manage and mentor a small team of 2 Finance Assistants• Completion of Monthly and Quarterly Financial Reporting and assist in providing detailed commentary on any deviations in performance• Oversee the Annual External Audit, engaging with auditors as required.• Management of the Business Internal Audit, with the Group Internal Audit Team, addressing any issues or concerns raised.• Streamlining and improving all operations and accounting systems.• In addition to your normal duties, you may occasionally be required to undertake additional work necessary to meet the needs of the business, without additional remuneration.
Qualifications/Experience
<ul style="list-style-type: none">• Membership or Fellowship of the following recommended bodies –<ul style="list-style-type: none">○ Association of Chartered Accountants (ACA)○ Association of Chartered Certified Accountants (ACCA)○ Chartered Institute of Management Accountants (CIMA)• 3 years post qualification experience in financial control, management reporting, and strategic finance• Strong technical finance skills, with a hands-on approach• Ability to interpret financial data to drive commercial decisions• Ability to communicate effectively across many levels, building strong interpersonal and collaborative relationships with the wider group finance and operational teams to drive financial performance• Strong proficiency in accounting software and systems (e.g. Sage, Deltek Project Information Management, Excel)• Team Player- service oriented approach, collaborating within a team to achieve collective goals• Possessing a 'can-do' attitude and being able to work at pace• Leadership experience, ideally managing a small team• Experience of working in construction consultancy environment



I hereby agree that I have read and understood the job description.

Signed

Date

Name