

**SF642 – Job Description**Issue:2  
20/02/2024

To ensure the purpose, responsibilities, requirements and reporting lines for each role in the company is defined

<b>Job Title</b>	<b>Finance Manager</b>	
<b>Reports To</b> (Job title only)	<b>Financial Controller</b>	
<b>Function/Location</b>	<b>Finance/Govan</b>	
<b>Date Job Description Prepared</b>	<b>11/03/24</b>	
<b>Purpose of the Role</b> (Why does the position exist and what is the job about)		
To support the Financial Controller in the preparation of monthly management accounts, cash forecasting and project reporting. Supporting the wider business with financial support as required.		
<b>Level of Supervision</b> (Is the position closely, moderately or minimally supervised - please explain)		
Minimal – should be experienced in all areas.		
<b>Job Responsibilities</b> (Comprehensive detail of the job content)		
<ul style="list-style-type: none"> <li>• Produce monthly management accounts for review.</li> <li>• Monthly balance sheet reconciliations with variances investigated and rectified on a timely basis.</li> <li>• Prepare weekly cash forecasts.</li> <li>• Assist in preparation of yearly budgets.</li> <li>• Improve efficiency and accuracy of financial processes.</li> <li>• Review and checking of UK and USA payroll submissions.</li> <li>• Work closely with Project Accountant on project reporting and escalating any issues in a timely manner.</li> <li>• Collaborate with other departments to achieve effective communication.</li> <li>• Support tendering activities.</li> <li>• Provide guidance to the transactional finance team as required.</li> <li>• Assist with any audit requirements.</li> <li>• Train and development junior members of the finance team</li> </ul>		
<b>Line Management Responsibility?</b> (If 'yes' please list subordinates' job titles)	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>
If 'Yes', you will:-		
<ul style="list-style-type: none"> <li>• Coach and motivate direct reports to develop an effective team that adds value to the business through increased performance.</li> <li>• Plan, direct, supervise and co-ordinate work activities of subordinates.</li> <li>• Set an example of professional conduct for others to aspire to – you will carry out your duties professionally and resolve any incidents of below-standard conduct immediately.</li> <li>• Be a Leader, take charge and direct when required, as well as offer opinions and comment to colleagues to achieve business goals.</li> </ul>		
<b>HSEQ</b>		
<ul style="list-style-type: none"> <li>• You will demonstrate a personal commitment to Health, Safety, Quality and the Environment.</li> <li>• You will apply Company and where appropriate, the group and / or Client's Health, Safety, Quality and Environment Policies and Procedures.</li> <li>• Ensure good Housekeeping practices are applied and adhered to at all times</li> <li>• Participate in Risk Assessments / Tool Box Talks as appropriate</li> <li>• Ensure you wear appropriate PPE at all times in designated areas. This also applies to ensuring colleagues, Contractors and Visitors adhere.</li> </ul>		

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**Working With Others**

- You will work cooperatively with others and provide support to all colleagues to achieve identified shared business goals through effective teamwork.
- You will communicate openly with others in the organisation, exchanging progress information freely.
- You will propose and agree ways to improve tasks, ensuring interpersonal relationships are effective and support business objectives.
- At all times, you will carry out your duties ethically, lawfully and respectfully.
- Be a proactive role model for Quality and Quality Improvement within Renfrew facility and visited suppliers

**Customer Interface**

- Contribute to a successful and profitable relationship with our customers.
- You must have a thorough understanding of how your role contributes to the service our customers receive and, as a result, will appreciate the importance of adopting a professional approach at all times in carrying out your duties.

**Financial Awareness**

- You will carry out your duties in accordance with the Company’s Policies in respect of good financial practices, ensuring all spend is necessary to achieve the organisation’s objectives and is properly approved.
- You will understand how costs impact on profitability to ensure you’re able to contribute to the business’s positive financial performance.

**Knowledge and Skills**

Essential / Required	Desirable
<ul style="list-style-type: none"> <li>• Extensive experience working within finance function and contributing to project costing, estimating, cost control functions and change control.</li> <li>• Experience in budget allocation and establishing Cost Baselines.</li> <li>• Cashflow forecasting.</li> <li>• Prior involvement in year end audit.</li> <li>• Advanced Microsoft application user.</li> <li>• Good communication &amp; organisational skills</li> <li>• Able to work on own or as part of a team.</li> <li>• Attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Sage200 experience</li> <li>• Bids/Tendering experience</li> </ul>

**Minimum Professional, Academic or Other Qualifications**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Qualified Accountant</li> <li>• Project accounting experience</li> </ul>	<ul style="list-style-type: none"> <li>• QBE</li> </ul>

**Tools and Technology**

Essential	Desirable
<ul style="list-style-type: none"> <li>• ERP system</li> <li>• Advanced Excel user</li> </ul>	<ul style="list-style-type: none"> <li>• Sage 200 preferable</li> </ul>

**Special Working Conditions**

(E.g. travel, offshore etc.)

- Requirement to travel frequently / for significant periods of time away from home.
- Other (provide details): Moderate requirement to travel for supplier visits and to witness testing of items pre-delivery to Caley or to resolve a quality issue off-site.



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### Other Comments

- Strong analytical skills with the ability to gather data, draw conclusions and make appropriate recommendations.
- Quality-focused with strong attention to detail.
- Ability to challenge project assumptions and identify discrepancies in project information to financial information.
- Ability to deliver under minimal direct supervision.
- Strong MS Excel skills for analysis and reporting.
- Familiar with industry practices.
- Develop good working processes and continually strive for improvement.
- Knowledge of Sage200 preferred.
- Ability to re-prioritise to meet key deadlines.
- Willingness to take ownership.

<b>Job Holder's Signature</b>		<b>Date</b>	
<b>Line Manager's Signature</b>		<b>Date</b>	