



Job Description

Name:

Date Joined:

Date Appointed to this Position:

Company Vision: To be the benchmark within our industry for ease of access and hassle-free experience, innovation and best practice". Achieving this through a happy team, happy customers, happy suppliers and a happy company.

"People will forget what you said, people will forget what you did, but people will never forget how you made them feel."

Job Title:

Group Finance Manager

Location:

Trafalgar Wharf, Portsmouth

Reports to:

CFO

Job Description prepared by:

Tilly Howarth

Dated:

Dec 2021

Job Description agreed by:

Dave Potter

Trafalgar Wharf Group are looking for a highly motivated, bright and friendly Finance Manager to come and join the small finance team at its Head Office in Portsmouth. This is a unique opportunity for an extremely varied finance role which requires oversight and control over all the group companies (Trafalgar Workspaces, Trafalgar Wharf, Ribs for Sale, Boat Club Trafalgar, Trafalgar Shipyard and Thornham Marina).

Represent the Company's interests and be an ambassador for the Trafalgar Wharf Group with both internal/ external stakeholders as well as more broadly within the marine industry.

JOB PURPOSE:

To run an efficient and friendly finance office covering both the day-to day management as well as oversight of the standard finance calendar (management accounts cycle, budgeting, year-end).

To take responsibility for recording/reporting accurate, quality and timely financial information, (in particular via the management accounts, KPIs and forecasts.)

To continually challenge and appraise finance processes to optimize efficiency throughout the finance function (and interactions with other departments).

To promote a strong teamwork ethos and coach/support the Finance Personnel to develop and achieve their goals whilst embracing change.

To proactively support the Business Leaders, CEO and COO by providing strong financial acumen and a collaborative working approach to optimise good business decision making.

PRIME TASKS AND RESPONSIBILITIES:

Month End Process:

Instigate monthly timetable to enable timely delivery of quality monthly accounts, KPIs and reports.

Assist with preparation of monthly management accounts/key reconciliations.

Management Account Reporting:

Manage team to prepare monthly management accounts with commentary on a timely basis enabling business leaders to make and review commercial decisions taken.

Ensure all material variances are investigated, identifying opportunities and proactively highlighting the impact these have on the business.

Prepare and evaluate key performance indicators assessing implications to the business and strategic goals.

Annual Budget & Plans:

Manage the annual budget process.

Support Business Leaders in information requests to enable them to produce their budgets.

Consolidate company submissions to produce full Group P&L, Balance Sheet, Cashflow.

Year End Process:

Manage the team through year end accounting process.

Liaise with the business, accountants ensuring timetable is achieved.

Ad Hoc:

Assist with the system optimization project – e.g., transition of companies from sage to xero, implementation of invoice processing OCR software.

Basic modelling to evaluate new business and capital expenditure proposals.

Advise when appropriate on further systems enhancements/change.

Additional:

To be smart and presentable at all times.

EXPERIENCE & SKILLS REQUIRED/PREFERRED

- ACA/ACCA/CIMA qualification & 3 years post qualified experience.
- Knowledge of Xero and Sage 50 Accounts preferred
- Advanced excel skills essential
- Exposure to manual systems and systems change & implementation
- Essential to have a “Can do/solution driven” approach.
- Willingness to roll sleeves up and take on responsibilities outside confines of typical Finance Manager role.
- Excellent communication skills to both financial and non-financial individuals
- Excellent attention to detail
- Honest and strong values.
- Ability to work collaboratively in a small team and under own initiative