

JOB DESCRIPTION

Position/Title	Financial Controller / Head of Finance	
Department	Finance	
Location	Station Road, Blackrod, Bolton	
Accountable to:	Operations Director and Managing Director	
Hours	Monday to Friday 08:00 – 17:00	
Key Relationships	Managing Director Operations Director Management Accountant Credit Controller Accounts Assistant	Management Team External Company Accountants HR Department Auditors Suppliers & Customers
General Summary	<p>Responsible for managing the day-to-day operation of the Finance department to ensure that the Company's finance function runs effectively and efficiently.</p> <p>Work closely with the Senior Management team to optimise the Company's financial performance and strategic position.</p> <p>The responsibilities of this role cover tasks related to J. Dickinson & Sons (Horwich) Ltd and its subsidiary companies, including J. Dickinson & Sons Property Ltd and J. Dickinson & Sons Holding Ltd.</p>	
Core Responsibilities	<ul style="list-style-type: none"> • Take overall control of the Company's accounting function. • Ensure the Company's financial systems are robust, compliant and support current activities, as well as future growth. • Manage company policies regarding capital requirements, debt, taxation, equity, disposals and acquisitions as appropriate. • Using the Company's HR policies and procedures as a guide, lead and manage the performance of direct reports, creating a team environment where people are clear about what is expected of them, how their work supports the wider departmental and organisational goals and have the performance feedback they need to continuously improve their performance. • Work alongside the Senior Management team to formulate long-term strategic plans for the Company, and review progress against strategic objectives. • Continuously review and improve financial systems and procedures, ensuring that all processes are streamlined and compliant. • Provide finance support for individual projects across the Company. • Maintain and operate the financial systems within the Company, so as to produce timely and accurate financial and management accounts, ensuring compliance with statutory authority and audit requirements. • Organise and implement economic reporting and Company budgets, preparing financial accounts and regular budget reforecasts. • Collate all relevant information to produce monthly and year-end budgets and statutory accounts as required. • Lead monthly budget meetings and accounts reviews with various departments, providing assistance and direction to managers with regards to preparation of budgets where required. 	

	<ul style="list-style-type: none"> • Monitor and interpret cash flows and use analytical accounting to predict future trends. • Produce a monthly cash flow statement, reporting cash flow movements and reconciling back to profitability. • Research and report on factors influencing business performance and advise the Senior Management team accordingly. • Oversee all finance functions, including payroll, credit control, pension compliance, cash flow and records maintenance and associated statutory returns. • Collate relevant information required to produce the annual report. • Develop financial management mechanisms that minimise financial risk. • Conduct reviews and evaluations for cost-reduction opportunities and report findings to the Senior Management team. • Liaise with auditors to ensure that annual monitoring is carried out. • Develop and maintain external relationships with appropriate contacts, including auditors, solicitors, bankers and statutory organisations such as the Inland Revenue. • Produce accurate and relevant financial reports to specific deadlines. • Keep abreast of changes in financial regulations and legislation and update policies and procedures accordingly in a timely manner. • Produce profit and loss reports for actual, prior and budgeted performance, split by department as required. • Perform monthly fixed assets reconciliations. • Complete National Statistics returns on a monthly, quarterly and annual basis as required. • Prepare VAT returns. • Prepare a bi-annual Self Assurance report. • Reconcile annual Group Life Income Protection costs. • Authorise payments and check payment runs on an ad hoc basis. • Provide ad hoc financial reports as requested. • Any other duties commensurate with the role, as directed by the Operations Director and Managing Director.
Health and Safety	<ul style="list-style-type: none"> • All individuals have a responsibility, under the Health and Safety at Work Act (1974) and any subsequent regulations, to ensure that the Company’s health and safety policies and procedures are complied with to maintain a safe environment for our employees, customers, and site visitors. • Challenge staff and site visitors who do not follow the site safety procedures. • Assist in maintaining the health, safety, and welfare of people (including yourself) • Follow the Company guidelines in reporting faulty or defective equipment. • Ensure all staff, customers and visitors are wearing the appropriate PPE. • Report any risks or near misses to the Health, Safety & Compliance Manager.
Personal and Professional Development	<ul style="list-style-type: none"> • Undertake any necessary activities to ensure that your own professional qualifications are maintained. • Ensure ongoing personal and professional development by participating in performance reviews as requested. • Identify and undertake activities to develop knowledge, skills and understanding where any gaps have been identified.

Confidentiality and GDPR	<ul style="list-style-type: none"> All staff must maintain the confidentiality of information about the Company, employees, or our customers in accordance with the Data Protection Act 2018. Individuals must not, without prior consent disclose any information relating to the Company, employees, or our customers.
Governance	<ul style="list-style-type: none"> Support the Company to work within the specific regulations such as governance and frameworks for the industry.
Policies and Procedures	<ul style="list-style-type: none"> All employees and site visitors are required to comply with the policies and procedures in place at J. Dickinson & Sons (Horwich Ltd), without exception.



PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Fully qualified ACA/ACCA/CIMA, or equivalent	
EXPERIENCE	<p>Significant experience in a financial management role</p> <p>Experience of preparing monthly management accounts</p> <p>Experience of cash flow forecasting</p> <p>Previous line management experience, including performance management and development</p>	Experience within the recycling, waste or comparable plant industries
KNOWLEDGE	<p>Thorough knowledge of VAT procedures, including partial exemption</p> <p>Advanced knowledge and experience of Sage Line 50</p> <p>Knowledge of preparing statutory accounts, including disclosures</p> <p>Expert knowledge of financial and accounting procedures and legislation</p>	
SKILLS	<p>Computer literate, highly proficient in the integrated use of MS Office applications, with advance spreadsheet skills</p> <p>Excellent planning and workload management skills</p> <p>Ability to interpret and communicate complex information at a senior level and to influence key business decision making through persuasive skills.</p> <p>Excellent communication skills, both written and oral, to non-financial managers</p> <p>Highly numeric with strong analytical and problem solving skills</p> <p>Ability to work well under pressure, working accurately with attention to detail and meeting deadlines.</p> <p>Ability to take personal accountability for own responsibilities and workload</p> <p>Able to work proactively, independently and on own initiative</p>	

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SKILLS	<p>Excellent problem-solving skills and perseverance</p> <p>Adaptable and able to work effectively as part of a team</p> <p>Ability to build excellent working relationships and gain respect and confidence of others</p> <p>Ability to work collaboratively with other areas of the business to streamline processes, improve business performance and maximise service</p>	
OTHER	<p>Emotional intelligence, able to listen effectively and considers impact of own actions</p> <p>Demonstrates integrity</p> <p>Demonstrates commitment to own learning and development, willing to learn and progress</p> <p>Relentlessly pursues the highest standards of performance required to deliver the best results for the Company</p> <p>Reliable, punctual and good levels of attendance</p> <p>Positive attitude to change and the need for flexibility in planning and behaviours</p> <p>A commitment to the values of J. Dickinson & Sons</p>	