

JOB DESCRIPTION

Position/Title	Financial Controller	
Department	Finance	
Location	Station Road, Blackrod, Bolton	
Hours	37.5 hours per week, Monday to Friday	
Job Banding	Band 7	
Reports to	Operations Director	
Accountable to	Managing Director	
Direct Reports	Management Accountant, Credit Controller, Finance Assistant, Accounts Assistant	
Key Relationships	Operational Management Team HR Department	External Accountants & 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>Responsible for optimising the Company's financial and strategic position by leveraging a strong understanding of how finance and operations connect and collaborate to drive sustainable business performance.</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"> • 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. • Take overall responsibility for all finance functions, including payroll, credit control, pension compliance, cash flow and records maintenance and associated statutory returns. • Work as part of the Senior Management team to formulate long-term strategic plans for the Company and review progress against strategic objectives. • Provide strong visible leadership to the finance team, fostering a high-performance culture built on accountability, collaboration and continuous improvement, 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 in close partnership with the operational management team and departmental heads to support the delivery of organisational objectives, embedding strong financial governance and accountability throughout the organisation, ensuring that investment and operational decisions are evidence-based, sustainable and deliver value for money. • Ensure the Company's financial systems are robust, compliant and support current activities, as well as future growth, whilst minimising financial risk. • Continuously review and improve financial systems and procedures, ensuring that all processes are streamlined and compliant. • Organise and implement economic reporting and Company budgets, preparing financial accounts and regular budget reforecasts. 	

Core Responsibilities	<ul style="list-style-type: none"> • 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. • Produce a monthly cash flow statement, reporting and interpreting cash flow movements, reconciling back to profitability, and using analytical accounting to predict future trends. • Research and report on factors influencing business performance and advise the Senior Management team accordingly. • Maintain and collate accurate, relevant information required to produce annual and other financial reports required by the business. • 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. • Manage company policies regarding capital requirements, debt, taxation, equity, disposals and acquisitions as appropriate. • Perform monthly fixed assets reconciliations. • Prepare VAT returns. • 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.
Company Values	

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Fully qualified ACCA or CIMA, or equivalent	
EXPERIENCE	<p>Significant previous experience in a financial leadership role</p> <p>Proven planning and budgeting experience</p> <p>Experience leading financial planning processes</p> <p>Experience of finance within the recycling, waste, or comparable plant industries</p> <p>Experience of preparing monthly management accounts</p> <p>Experience of cash flow forecasting</p> <p>Previous experience successfully leading and managing a team</p>	
KNOWLEDGE	<p>Good understanding of how operations and finance connect and collaborate to drive performance</p> <p>Strong technical knowledge and commercial awareness</p> <p>Thorough knowledge of VAT procedures, including partial exemption</p> <p>Knowledge of preparing statutory accounts, including disclosures</p> <p>Expert knowledge of financial and accounting procedures and legislation</p>	
SKILLS	<p>Ability to manage complexity with confidence</p> <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>	

	ESSENTIAL	DESIRABLE
SKILLS	<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> <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>	