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Finance Manager - Jordon

Reports to: Finance Director

Location: Oldham

# Be the person we need.

## Your purpose

Following the merger with Bellrock Group, we are looking for a skilled Finance Manager to join us as soon as possible to support the Financial Director during an exciting period of growth and transformation, as new financial systems are being implemented.

The focus of the Jordon Finance Team is to ensure that all reporting, month end accounting, forecasting and budgeting is completed in an accurate and timely manner. Along with management of WIP, accrued income and all other financial processes, and reporting key information such as client level P&Ls to operations and contract managers, and providing commentary and analysis of Jordon monthly performance that informs Bellrock group-wide reporting.

The Finance Manager role is to:

* Oversee the finance department, ensuring efficient operations across key areas such as sales ledgers, purchase ledgers, bank reconciliations
* Oversee payroll preparation
* Complete month end accounting to Trial Balance level for reporting to Group within tight deadlines (5 working days)
* Deliver month end reporting, by ensuring all transactions are correctly recorded, and relevant journals processed
* Completion of balance sheet reconciliations
* Provide variance analysis against budgets, forecasts, and prior year
* Stock Control & valuation
* Analyse client level P&Ls for review with operations and contract managers
* Project accounting and cashflow, producing reports to Project Managers on Project performance, project forecasts and WIP management
* Reconciliation and control of intercompany accounts
* Ongoing WIP analysis and variance investigation
* Assist with monthly cash flow forecast
* Assist in budget and forecasting process
* Assist with annual Audit requirements (February – April)
* Support the Financial Director – along with all other stakeholders - with any month end and adhoc reporting requirements and reconciliations

# Be someone who makes it happen.

## What you’re responsible for

* Understanding of all internal systems to be able to resolve queries arising from reconciliations and analysis
* Should have a keen eye for detail and be able to work in a fast-paced environment
* Excellent verbal communication skills
* Must be able to work well with others and meet strict deadlines
* To ensure compliance to all relevant statutory duties under the Health and Safety at Work Act, details of which are listed within the Company’s Health and Safety Policy
* Must be able to work independently
* Any other reasonable duties which may be requested.

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| --- | --- |
| **Qualifications/Training Required:** | |
| Essential | Desirable |
| * Ability to work quickly and accurately * IT literate * Microsoft Excel intermediate or better skills * Experience in ERP systems | * Planned and reactive maintenance experience * Project accounting * Understanding of accounting principles and contract terms * Experience in Access Dimensions * Construction accounting experience |
| **Experience Required:** | |
| Essential | Desirable |
| * Previous FC or FM experience * Ownership of end to end P&L/BS * Adherence to processes and procedures * Qualified (ACCA, ACA, CIMA etc) or QBE * Excellent data/process/analytical skills | * Being able to deal with stakeholder conflict and challenge * Experience working with entrepreneurial MDs, * Experience of working in a large group context |
| **Personal traits** | |
| Essential | Desirable |
| * Self-motivated * Commitment to Bellrock values * Good judgement * Time management * Good organisational skills * Focus on customer service and understanding needs of the client * Must be able to work part of team and show commitment in helping colleagues * Being able to organise yourself and prioritising own workload | * Being a self-learner and showing interest in learning new skills |

# Employment acknowledgement

This job description is intended to describe the essential job functions of this position and is not intended to be an all-inclusive statement of job responsibilities.

I have read, understood and am able to perform the duties within the job description. I have received a copy of this form.

**Employee Name Date / /**

**Employee Signature**