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| **JOB TITLE**: | Finance Manager |
| **DEPARTMENT**: | Finance |
| **COMPANY:** | Brett Aggregates Limited – assigned to Brett Concrete Limited and Capital Concrete Limited |
| **LOCATION**: | Aylesford - Brett Concrete Head Office with occasional travel to operational sites. |
| **REPORTS TO**: (Job Title of immediate supervisor) | Financial Controller - Concrete |

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| 1. **ORGANISATION:** (Show where this job fits in the organisation) |
| 1. **RESOURCES:**   Budget(s) Controlled/Influenced:   * The Concrete finance team provides financial counsel for Brett Concrete and Capital Concrete with 2025 budgeted revenues of circa £45 & £85 million respectively   Number of ~~Direct~~/Indirect Subordinates: One  Plant/Equipment Responsible For: n/a  Key Internal/External Contacts:  Internal:   * Managing Director, Transport Manager, Operations Manager(s), Operations supervisor(s), Finance Directors – BTL & RBS, Financial Controller - Concrete, Group & BAL Finance teams   External:   * Auditors, ONS, MPA. |
| * **PURPOSE OF THE JOB**:   The purpose of the role is to provide financial counsel to the Brett Concrete Limited and to ensure financial controls are in place and working effectively. The Finance Manager will be the primary contact for the relevant Commercial, Operational and other support teams, providing the following services:   * Preparing and publishing timely accurate monthly management accounts and other key management information. * Analysing business performance and providing commentary and explanations for variances to budget, forecast and prior year. * Leading the annual budget and monthly forecast processes, advising and challenging the tactical and strategic assumptions being made. * Proactively identifying and improving finance and business processes to ensure fast, accurate management information is available. * Maintaining and improving financial control, including maintaining a clean balance sheet. * Supporting a successful external audit process. * Provide cover for Finance Manager for Capital Concrete Limited on an ad-hoc basis |
| 1. **MAIN RESPONSIBILITIES/TASKS**:   Responsibilities/Tasks:   * Preparation and review of monthly management reports and provision of commentary of business performance against Budget, Forecast and Prior Year on a timely basis, providing insight and challenge to managers to drive improved business results. * Maintain balance sheet control for all areas of responsibility through up to date balance sheet reconciliations. * Lead the production, review and analysis of annual budgets and monthly forecasts with all relevant managers. * Support a successful external audit process. * Proactively identify and initiate continual improvements in team’s methods of working to minimise cost and improve service. * Support Financial Controller with other requests / ad-hoc projects |
| 1. **PERSON SPECIFICATION**   Essential:   * Qualified member of ACA / CIMA / ACCA. * Possess strong interpersonal skills in order to forge strong working relationships throughout the business. * Possess strong analysis skills with the ability to interrogate systems, analyse data and produce insightful information which can be used to improve business performance. * Management Accounting – demonstrated competence in key management accounting concepts: * Balance sheet control & reconciliations * GRNI, accruals, prepayments etc, stock accounting and control * Variance analysis and supporting commentary * Budgeting, forecasting * Cashflow analysis * Information Technology – intermediate or advanced Excel skills required (at least pivot tables, lookups, sumif, data validation, graphs and scenario functions). * Have a firm grounding in financial controls with the ability to coach non financial colleagues in their importance and adherence. * Experience of using integrated business systems / ERP in addition to accounting software. * Innovation & Change – track record of adapting to changing circumstances / continually seeking ways to innovate and improve.   Desirable  Experience with:   * Working across multiple companies / plants. * Experience with business partnering multiple stakeholders, including budget holders and operations * Previous experience / responsibility for monitoring and reporting on business performance and presenting financial results to business managers. * Group reporting structures and intercompany transactions / reconciliations / transfer pricing * Capital investment appraisal and post capex review |