**Job Description**

**Role title: Group Financial Controller**

**Reports to: Group CFO**

**Grade: Divisional Director**

**Sector: Group services**

**Purpose / Scope of role**

Reporting to the Group CFO, this role takes full responsibility for the finance operations across APEM Group. This role will be an experienced qualified Accountant (ACA/ACCA/CIMA) with exceptional operational finance experience and ability to lead and develop a team and who can be relied upon to take responsibility for day-to-day finance matters and finance operations.

**What success looks like in this role**

After several months you will have a strong understanding of finance and wider business processes. You will have built strong relationships both with the wider Finance team. Over time you will have audited all internal processes as they relate to finance and tested this and made improvements ensuring that our policies and controls are robust but also agile enough for a business of our size and growth ambitions. You will also be seen as a someone whose advice can be trusted and relied upon when focussing on strategic changes that may have an impact on our financial position, be that M&A activity, tax, capital investments or other strategic board led initiatives.

**Key Responsibilities**

* Ownership of all day-to-day global finance operations for the business, ensuring financial controls are monitored and in place and with overall responsibility for the finance ops team
* Process review, improvement and focus on creation of efficiencies particularly in relation to transactional processes
* Preparation and review of quality and insightful monthly management accounts for the group, overseeing work of team
* Preparation and review of department/divisional/ company P&L’s
* Board reporting, including commentary, variance analysis, KPIs, trend analysis
* Working capital management and balance sheet maintenance, including responsibility for the accounts receivable and accounts payable
* Treasury Management including currency management and direct 13-week cashflow on a weekly basis
* Responsible for overheads and business support budget and re-forecast process, integrating with the Group budget process
* Responsibility for the Group audits and statutory reporting
* Technical lead on all tax issues in terms of UK and worldwide taxes due to global expansion, including identifying potential issues; including international transfer pricing.
* To maintain a culture of continuous improvement and quality assurance
* To carry out any additional activities that may be reasonably required or requested.
* To take reasonable care for the health and safety of yourself and others; make use of the tools, equipment, training and resources; and actively engage with colleagues at all levels to contribute to the continuous improvement of health and safety management.

**Skills/Knowledge/Experience/Qualifications**

**Essential**

* Qualified Accountant (ACA/ACCA/CIMA)
* Significant post qualification experience
* Strong technical background with a full understanding off all aspects of accounting (financial, management etc)
* Experience working in a high growth, high change environment, >£100m turnover
* Leading, managing and developing a global finance team
* Track record in process improvement specifically internal controls

**Our Values**

Our most important assets are our people who work for the firm. We all work as one team and rely on each other. We wish to create a working environment to which our people are proud to belong, by maintaining our values at the forefront of everything we do. These values are:

* Integrity – We do the right thing
* Quality – Quality in everything
* People - We care
* Forward thinking – We focus on the future
* Positivity – We believe we can
* Fairness – We champion equality

**Our WOW Factor**

When home became work, we learned that flexibility, understanding and balance allowed us all to move forward and grow together. So, no matter where you’re based, the hours you keep, the toddlers you have to entertain, or outside interests that help with your wellbeing we’re committed to our Ways of Working (WOW) with each other so we can continue to be our best.

**You belong**

We recognise that everyone’s story is different. The opportunities, experiences and challenges faced in life shape who we are, and we understand that these are the things that make us individual and unique. Embracing our differences means we’re able to approach what we do from every angle.

Inspiration and insight can come from anywhere, and no matter your history or choices in life, we empower our people to be their best, so we can be our best, together. **We welcome the whole you.**