Committed to providing a market-leading innovative and well-engineered range of equipment and services to the continually evolving global composite industry.

We are a dedicated, approachable dynamic team with unrivalled experience. We seek to build strong long-term relationships with our customers and suppliers. We work with mutual trust and are willing to support, assist and learn from each other. With an open mind we work with clear determination to continuously improve and respond positively to the challenges presented

Simply - We aim to be an innovative leader in the composite industry.

**Financial Manager JD 0024B**

|  |
| --- |
| **Role Profile:** Financial Manager**Reports to:** Directors**Department:** Administration and Finance Team |
| **Role purpose:**Responsible for the financial health of Composite Integration. Produce scheduled and regular financial reports and develop financial practices that facilitate sound financial management and decision making to enable the company to continue its strategic goals.Develop financial reporting to assist with effective short and long term management decision making.Develop ad hoc reporting as required by Directors and Management.Responsible for the effective management of the finance and administration department within Composite Integration. |
| **Key relationships:**Company directors and managers, all internal colleagues |
| **Role key KPI's include:*** Financial information and reports (verbal or written) communicated effectively with clarity, accuracy using concise and complete information.
* Production of financial reports and forecasts to required time scales
* Develop, demonstrate and use appropriate metrics for specific business areas (Manufacturing, R&T and Distribution)
* Provide monthly management accounts within 2 weeks on month end
* Report and contribute to management team targets for gross and net margins.
* Develop and manage departmental budgets within agreed tolerances.
* Achieve positive feedback from directors and manager regarding the quality and relevance of reported information.
 |
| **In this role, you are accountable for**Manage the day to day financial operations within the company including invoicing, expenditure, payroll, and all other financial transactions.Conduct data analysis to monitor company financial status, performance and variances to budgets. Provide regular monthly reporting to company directors and managers regarding financial status, financial performance and variances to budgets as appropriate.1. Where required, assist the directors and managers with advice and recommendations regarding the financial implications of any operational or business decisions.

Prepare regular analysis of the company’s financial performance, including, as appropriate, by department (R&D, manufacturing, tooling, ancillaries) using appropriate financial metrics. Conduct appropriate bench marking of financial indicators and metrics against sector norms to aid analysis of financial performance and decisions.Prepare or evaluate business case proposals including with the use of appropriate financial metrics.Prepare financial documentation and accounts (including end of year accounts) for the company accountants. Undertake or support any financial audits as requested or required.Ensure compliance with all relevant financial legal and regulatory requirements, including MTD.Day to day management of the financial (and Administration) department employees.Management of both Sterling and Euro Bank accounts.Support directors with any capital expenditure decisions.1. Assist decision making regarding product pricing and quotes.

Support decisions making regarding purchasing strategies, including make or buy decisions.Assist in the generation and issuing of all sales invoices and processing of all purchase invoices.Manage and monitor inputs and payments in and out from the company bank accounts. Ensure all costs, expenses and purchases are authorised, processed, invoiced and accurately reconciled to financial bank accounts, records and documents as required.Complete financial information using company software, including sage & MRP system.Manage Payroll and petty cash transactions. Manage the setting up of payments and debt management/control.Manage the administration and archiving of invoices, purchasing and other financial information physically and electronically as required.Communicate with department managers and colleagues using appropriate levels of financial information to enable them to manage and monitor any budgets or expenditure. Manage and process company returns for R&D Tax credits and Patent Box applications.Provide necessary financial information to support grant applications and claims. | **The Person specification:****Qualifications, experience and training**Minimum requirement AAT qualifiedACA, ACCA, CIMA would be desirableMinimum 5 years’ financial management experience, including Payroll, in the manufacturing sector.Experience of the preparation and presentation of adhoc, monthly and annual financial statements, reports and budgetary forecasts.Experience of working at a senior financial level and supporting sound financial decision making in line with a company’s strategic goals. Experience of financial management and accounting software package; sage and excel (MRP would be desirable).Experience and understanding of the differing business models which apply in manufacturing, i.e. design, production, tooling, R&D, supply.From a commercial perspective, understand (identify risk factors / offer solutions) and be able to work and support decision making in line with the company’s attitude to acceptable risk.**Personal qualities** Have a real sense of pride in their work with the ability to articulate and be a champion for the company’s values, mission statement and commercial strategy.An inquisitive and curious approach to understanding all the commercial and financial implications of business and operational decisions. Good professional communication skills; verbal, numerical, written and electronic to financial and non-financial employees and stakeholder.Manufacturing and commercial awareness and acumen, with an understanding of processes and related costs.The ability to work confidentially with sensitive financial information. Confident leadership with the ability to take the initiative where needed, challenge and raise issues or opportunities when they occur or are identified.A strong team work ethic with the ability to work on ones owns initiative as required.Pays high attention to analytical and numerical detail and accuracy.Strong organisational and time management skills, with the ability to priorities workloads and manage multiple activities when needed.A proactive sense of urgency, persistent self-motivation with a strong focus on completion of tasksFocused on the goal, a completer finisher, who scrutinises for errors, and painstakingly ensures work is to the highest standards. |

**Please note:** This job description outlines the key tasks and responsibilities of the position and is not exhaustive. It is subject to periodic review. It may be amended to meet the changing needs of the business. Any changes will be made in consultation with the post holder and Composite Integration.

|  |
| --- |
| **Financial Manager**Responsible for the financial health of Composite Integration. Produce financial reports and develop financial strategies that facilitate sound financial management and decision making to enable the company to continue its strategic goals.Business and strategic acumenCommunication and Interpersonal SkillsLeadershipFinancial ManagerOrganisation and time managementConfidentialityCollaboration |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| **Departmental and role specific** | **Composite Integration** |
| **Confidentiality** | **Collaboration** | **Leadership** | **Business and strategic acumen** | **Organisation and time management** | **Communication and Interpersonal skills** | **Life Long Learning** | **Collaboration** | **Adaptable to Change** |
| The ability to handle sensitive documents and knowledge in a professional manner | Build strong relationships internally and externally, the ability to influence others to ensure the company strategic aims re achieved, the ability to manage any potential conflict. To collaboratively motivate the team to focus on and achieve commercial objectives | Ability to lead a team, to motivate, support, coach and guide the team and individuals. | Strong understanding of the manufacturing sector with the ability to commercially evaluate data and facilitate decision making and change if appropriate. | Strong organisational and time management skills driven by self-motivated urgency | Confident professional communication and Interpersonal skills demonstrating strong social and emotional Intelligence | A desire for technical and business lifelong learning with a passion to maximises your potential (for CI). | A company wide collaborative team approach; supporting other colleagues and sharing time, knowledge and expertise. | Adaptable and flexible with a confident and resilient approach to change. |

 |

|  |  |
| --- | --- |
| **Departmental and role specific** | **Composite Integration** |
| **Team Player** | **Confidentiality** | **Core Administrative skills** | **Attention to detail** | **Organisation and time management** | **Communication and Interpersonal skills** | **Life Long Learning** | **Collaboration** | **Adaptable to Change** |
| A Team Player with the desire and willingness to undertake a variety of tasks with the enthusiasm of getting stuck in and supporting as required. | The ability to handle sensitive documents and knowledge in a professional manner | Core Administrative skills; a demonstrable mastery of spelling, grammar, numeracy, computer literacy including MS Word, Email, Excel and Database management | A meticulous focus on quality and **attention to detail**. | Strong **organisational and time management** skills driven by self-motivated urgency | Confident professional **communication and Interpersonal skills** demonstrating strong social and emotional Intelligence | A desire for technical and business lifelong learning with a passion to maximises your potential (for CI). | A company wide collaborative team approach; supporting other colleagues and sharing time, knowledge and expertise. | Adaptable and flexible with a confident and resilient approach to change. |

 |