



Job Title:	Finance Manager
Department/Team:	Finance
Reports To:	Managing Director/Chief Financial Officer
Location:	Chiswick Avenue, Mildenhall
Date:	February 2025

Job Purpose

Overseeing end-to-end finance operations, providing relevant financial analysis, undertake balance sheet reconciliations, supporting and developing the finance team, look to make improvements to procedures and controls, as well as ad-hoc projects and requests as and when they come up.

Key Responsibilities

- Oversee and manage all financial operations of the company.
- Oversee and support purchasing and payroll functions within department.
- Production of the monthly management accounts.
- Monthly departmental profit analysis and review with budget holders.
- Production of pack for annual statutory accounts and audit.
- Analysis of profit and cost variances to budget and identify areas where cost savings could be achieved.
- Monthly balance sheet reconciliations, preparation and review, following up on issues raised as required.
- Cash management, production of weekly cashflow forecast, maintenance of rolling 18-month cashflow and review of short and long term deposits.
- Production of weekly and monthly scorecards, follow up on issues raised as required.
- Attendance at weekly operational and monthly strategy meeting.
- Responsible for stocktake processes, rolling and annual.
- Oversee creation of BOM's and monitoring of product/category margins.
- Assist in the preparation of the annual budget/forecast.
- Develop relationships with external advisors.
- Quarterly VAT return review and authorisation.
- Statutory returns (outside of payroll) - collation of information and submission in accordance with deadlines.
- Bank reconciliation review.
- Development of procedure notes for training purposes particularly after changes in systems or processes.
- Oversee processing of supplier and other payments ensuring authorised by Directors
- Assist in the collation of the information for the R&D claims where required.
- Ad-hoc tasks for Senior Management Team (SMT) and Directors.
- Liaise with Quality team on the resolution of non-conformances when these are raised.
- Support the sales and transport teams to ensure their queries are dealt with in a timely manner.
- Assist the Chief Financial Officer with ad-hoc tasks as required.
- Provide cover for other team members when needed such as in the event of holiday/absence from the business.
- Support other departments with finance related queries and processes as required.

- Provide Key Performance Indicator (KPI) data as required by the business.
- Maintain knowledge and ensure compliance of relevant laws and regulations.
- Lead the development, implementation and review of Finance related Standard Operating Procedures (SOP's).
- Recommend, implement and develop innovative ways to working to increase efficiency, taking a proactive approach to continuous improvement within department.

People Management - Leading and Managing the Team:

- Resourcing:
 - Manage resourcing needs and role requirements for department, ensuring that there is adequate headcount (permanent/temporary) to meet targets.
- Recruitment and Selection:
 - Assist with reviewing and drafting job descriptions.
 - Review applications and shortlist candidates for interview.
 - Conduct interviews and site tours.
 - Provide feedback to HR on interview outcomes and preferred candidates/s for making an offer.
- Induction & Onboarding:
 - Undertake first day induction with new starter/s.
 - Provide introductory sessions to department for non-operational employees as part of their induction.
 - Work with other department supervisors to ensure that all new starters are trained in all departments as part of their induction programme.
- Employee Relations:
 - Manage new starter probation process.
 - Manage performance within the team - recognising good performance and managing poor performance.
 - Manage and record absence within the team, following the JKH absence notification procedures when a team member reports an absence.
 - Lead employee investigations and disciplinary and grievance hearings (with support from the HR Manager).
- Training and Development:
 - Support succession planning within department and the development of the Team Leader.
 - Identify top performers within team and with the HR Manager, develop and implement employee development plans for these individuals.
 - Support the training and development of team members - professionally and personally.
 - Coach team members to maximise performance and efficiency within the department.
 - Review training requirements and make recommendations for additional training.
 - Support the development and training of apprentices within across JKH.
- Appraisals:
 - Manage the appraisal process for department (annual and mid-year reviews) - setting and reviewing objectives.



- Supporting Employees:
 - Undertake one to one meetings with each team member (monthly)
 - Support team members with wellbeing, signposting them to support within JKH as needed.
 - Provide regular constructive feedback to team members on performance.

Health and Safety:

- Adhere to all health and safety practices and procedures across production and the business.
- Attend Toolbox Talks to keep up to date with any changes to health and safety legislation, process and/or policy.
- Report any health and safety concerns or incidents and accidents.
- Maintain correct Personal Protective Equipment (PPE) needed for the role, reporting any defects or additional PPE that may be needed.

Other:

- Be an ambassador for JKH's brand and values - demonstrate the company values through behaviour and ways of working:

Integrity - *Act with honesty and deliver on promises. Maintain strong moral principles at all times regardless of who is watching.*

Accountability - *Safety is the priority, don't cut corners. Everything is done to the highest standard and always look for what can be improved. Take ownership of tasks and do not walk past a problem expecting the next person to deal with it.*

Collaboration - *Co-operate with others to achieve team goals. Treat everyone with respect and provide support where you can.*

- Undertake any training and development as required by the business.
- Attend meetings as required by the business.
- Work with the Senior Management Team and other Stakeholders to implement company policies, procedures and targets.
- Undertake ad hoc projects as required by the business.
- Any other duties as required by the business.

Knowledge, Experience and Technical Skills

- ACA/ACCA/CIMA part or newly qualified
- Experience of Sage 200
- Experience of working in and overseeing a Finance department.
- Experience of managing and leading a team, including managing HR related issues and supporting with training and development.
- Good knowledge of MS packages including Outlook, Word, and Excel.
- Excellent communication skills, good attention to detail and be able to prioritise effectively.
- Excellent project management skills.
- Have a proactive continuous improvement mindset and be able to coach and support colleagues across the business.
- Good time management.
- An enthusiastic engaged attitude and eagerness to help JKH to continue to grow as a business.



Person Specification

- Role Model behaviour - lead by example, follow and reinforce JKH's values.
- Be positive and encouraging and be a strong leader of the team.
- Receptive to new ideas and can listen and implement new ideas.
- Continuous Improvement Mindset.
- Manages conflict effectively - good conflict management skills.
- Ability to raise concerns in a clear, concise and objective manner.
- Accepts personal responsibility to make things happen - Championing projects.
- Earns credibility and trust.
- Good at planning, problem solving and decision making.
- Ability to make decisions and have the confidence in your convictions.
- Ability to work as part of a team and develop good working relationships with all stakeholders.