Role Description – Financial Controller

<table>
<thead>
<tr>
<th>Role Title</th>
<th>Financial Controller</th>
<th>Salary Range</th>
<th>£45,000 to £55,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Godalming</td>
<td>Vacancy Type</td>
<td>Permanent and full time</td>
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</tbody>
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Background to vacancy/technical skills/business skills

CGL provides professional engineering consultancy services to the construction industry in the UK, with clients including well-known housing developers and building and infrastructure contractors. The company is acknowledged amongst its peers as a leading provider of consultancy services, having won a number of awards for both our services and our approach to staff, and proudly possessing an IIP Gold Award. We currently have a turnover of around £8 million, with plans to grow this to over £13 million over the next three years. In order to facilitate that growth, we are now looking for a talented and experienced Finance Controller to support the company through the changes necessary to meet this goal.

This key position is a replacement in the existing post, and is ideal one for someone with aspirations to grow the role to that of a Finance Director as the company grows. It follows establishment of Sage 200 into the company, and the current implementation of a Practice Management Software system, which is expected to revolutionise the way finance and project management is conducted within the business.

The role will involve the day to day direction of the existing team of 4, and will require taking a forward-planning approach to the company’s financial processes and accounts, with particular emphasis on the communication of financial concepts and outcomes to our project management staff. The Directors wish to maximise the use of the Practice Management System the company, and we envisage that the role will include developing others evolution of this initiative within the company.

Purpose of the role

The Financial Controller will be responsible for the provision of financial information, analysis and advice to the Board of Directors and the Senior Management Team, and for the day to day operations of the Finance Team. Initially they will be involved in evaluating the company’s needs and bedding the Practice Management System (Union Square Project Information Management Software) into the CGL culture. They will oversee the Team of 4, which includes a Finance Manager, 2 Finance Administrators and a Credit Controller.

Technical Knowledge - Finance

The following points are requirements of the role.

- Experience in the design, set up and operation of business financial control processes in a professional services company, e.g. invoicing, purchase order processing, expense/bill processing, payroll processing etc;
- Experience in managing the finances of an SME, e.g. credit control, cash flow etc;
- Statutory reporting experience for an SME, e.g. VAT returns, annual accounts etc;
Experience in the development of a financial information management system for an SME;
Experience of small business accounting rules and regulations;
Budgeting and financial planning experience;
An accountancy qualification (ACCA or CIMA qualified);
Working familiarity with Sage 200;
Experience of working with a Practice Management System would be beneficial, although not essential).

Competences
The role requires the following key competencies.

- Ability to lead teams;
- Ability to prioritise;
- Good communicating skills;
- Ability to work autonomously and be proactive as required;
- To take responsibility for self and others;
- Commercial acumen.

Activities/Responsibilities
The role will require the following typical activities.

- Overseeing and checking the finance and accounting team’s daily activities in respect of the general ledger accounts including payroll, VAT, cashflow management, accounts payable and accounts receivable processes, and directing/assisting when needed;
- Reviewing and where necessary changing the current management accounting activities.
- Understanding overall finance and accounting objectives, as well as the role and function of each team member;
- Providing accurate reports and metrics to company management on the status of client accounts;
- Ensuring consistency, accurate entry, and accurate reporting of all accounts;
- Providing accurate Cash-flow forecasting;
- Liaison with Company Accountants (RSM);
- Liaison with the bank regarding drawdown and reconciliation of the borrowing facility;
- Liaising with the technical staff to ensure strong financial management of the business’s contracts;
- Ad hoc client profitability analysis;
- Provision of project profitability analysis on weekly basis.
Deliverables
The following deliverables are produced by the Finance Team.

- Monthly management accounts and statutory accounting;
- Preparation of Board finance pack in numerical and dashboard style, and monthly management reporting. Attending monthly meetings and presenting results;
- Support to the Directors at quarterly Board Meetings;
- Maintaining systems and procedures to ensure the efficient processing of all regular transactions;
- Implementation control and of established and new accounting procedures;
- Control and improvement of established accounting procedures and implementation of relevant additional procedures.
- Working with the business to develop a Budgeting and Forecasting (short term & long term) process.
- Ensuring compliance with HMRC requirements including VAT, Corporation Tax and CIS responsibilities.
- Ensuring an appropriate internal control framework is in place to safeguard the business.

Personal Qualities
The following personal qualities will be required to enjoy and get the most out of the role;

Professional – high ethical standards and integrity a prerequisite;
Enthusiastic – there is no room for passengers;
Passionate – our people have a passionate belief in doing what they do well;
Pragmatic – “roll your sleeves up” involvement is needed;
Flexibility – we are prepared to be flexible and on occasion you will need to be too;
Committed – willing to put a little extra in to do a quality job;
Sense of humour - i.e. take your profession seriously but not yourself!

Further information

An expression of interest form for this position with an option to upload your CV can be found at www.cgl-uk.com/careers/current-vacancies

Alternatively please send your CV to Agnes Sikorska (Directors’ Secretary) at: AgnesS@cgl-uk.com.
For an informal chat about this role please call Agnes in the first instance on 01483 310600.

The closing date for applications is 9 June 2017. There will be a two stage interview process, the first of which will take place during the second half of June 2017.

If you are selected for interview, we will confirm the full interview programme at that stage.

Many thanks for your interest in CGL!