**Job Role – Group Financial Controller**

This is a pivotal role for the organisation and a key member of the NyNet’s leadership team

***Core accountabilities:***

* Business financial management and planning
* Evaluate the profitability and performance of business initiatives
* Finance challenge to pricing strategy
* Finance reporting and management of commercial and business activity
* Act as main Finance point for shareholders and partners
* Act as the commercial finance lead across the organisation, providing thought-leadership and developing best practice
* Other commercial activity

***In summary…………***

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| Operational management | * Drive and deliver the production of annual business planning and budgets, ensuring that they are consistent with company and shareholders strategic plans and agreed with the management team
* Drive and deliver the analysis and reporting, cost and profitability to ensure that all budgets/forecasts are met or bettered, and identify areas for continuous improvement.
* Co-ordinate pricing and lead bids to external clients, grant and investment funding.
* Trusted adviser to the organisation and key stakeholders
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| Communications | * Act as Commercial Finance lead providing information to all stakeholders on matters relating to finance.
* Contributing commercial expertise to policies and best practice and providing a level of commercial finance education to key stakeholders/partners.
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| Partnership working | * Liaise with key stakeholders/partners as required to ensure the coherency and accuracy of the financial management.
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| Systems and information  | * Responsibility for providing appropriate reporting of commercial finance information to might the business financial and stakeholders obligations.
* Ensure that the organisation has a robust and transparent financial management system
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| Strategic management  | * Inform & support commercial strategy
* Lead on business planning process
* Lead on commercial, grant and investment funding bids
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***The detail………….***

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| **Commercial Management** | **Financial Controller** |
| * Budget impact of circuit cost changes
* Review products released by suppliers (Openreach) for cost benefits
* Review of Core circuits, customer circuits by exchange, for savings with core -rearrangement
* Financial input to procurements
* Ensure FPRs are adhered to
* Review of suppliers, to ensure procurement regulations are adhered to
* Setting/review of non-price list sales values
* Develop pricing structures for new products
* Budget impact of sales price changes
* Excel models/templates for
	+ CRF process
	+ Pricing
	+ Invoice generation
* Company database
	+ Generate adhoc queries
	+ Ensure reports are pulling correctly
	+ Setting up of new products
* Monitoring/managing tender portals
* Managing tender submissions
* Finance models for tenders
	+ Pricing
	+ Costs
	+ Resource
 | * Statutory Accounts – Preparation & Audit
* Corporation Tax – Tax Pack Submission, Tax Budget Mgt, R&D Claims
* Management accounts – Provision of Management Account and board/shareholder report
* Budget
	+ Preparation of annual budget
	+ Sales/COS by site/customer for baseline
* ONS/OFCOM returns
* Asset Register
	+ Maintain Asset & Stock register database
* Payroll
	+ Deliver organisation’s payroll
* Management of financial activities
	+ Invoicing, PO’s, Payments, Month end and Annual Accounts, VAT
* Grant & Investment Financial Management
	+ Review, preparation, processing and monitoring of grant and investment claims and reporting
* Insurance
	+ Liaising with Companies Insurers
	+ Preparing insurance renewal pack
	+ Checking that all activities are covered
	+ Discussing insurance cover where we are uncertain, or undertaking new activities

**NYnet 100*** + Review, preparation, processing and monitoring of grant and investment claims, costs and reporting.
	+ Ensure the company meet grant funding requirements through governance
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***To be successful in the role the post holder will……………………..***

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| **Professional Qualifications** | Hold an ACA/CCAB, CIMA, CIPFA or ACCA accountancy qualification |
| **Knowledge - Compliance** | Have applied professional standards in order to ensure high standards of probity and organisational effectiveness |
| **Knowledge - Financial Planning** | Lead the organisation in ensuring that there is a sound financial strategy in place for the organisation. You critically evaluate the deployment of resources across the board and actively shape future direction |
| **Technical - ICT** | Commission and use financial systems and work alongside other system stakeholders to ensure the organisation joins up its business intelligence. Experience with Sage, Access and Excel, particularly use of VBA. |
| **Technical - Tools and Techniques** | Have experience of a range of techniques to make improvements to services and drive forward performance |
| **Commerciality** | Have written or evaluated a comprehensive piece of work in relation to a strategic programme or issue, including successful commercial bids. You have a comprehensive knowledge the relationship between service performance and cost of which you have made frequent applications during your work experience |
| **Innovation** | Spend a good proportion of your time on seeking ways to improve services and outcomes and have personally delivered significant benefits for the organisation |
| **Interpersonal** | Be well connected internally and have an extensive external network to draw upon. You have specifically achieved strategic benefits for the organisation through your relationships |
| **Communications** | Hold a large and diverse audience using creative presentations so all are fully engaged. You are confident in delivering relevant material to key stakeholders |
| **Values** | Exemplify the values of the organisation and are seen as a leader in how they should be followed, lived and breathed |
| **Work Throughput** | Have productivity is of the highest order and is an example to all those you lead and work with. You focus resource correctly and drive their productivity. You can set out a range of tangible contributions to the delivery of the organisations strategy |
| **Work Quality** | Lead on delivering best in class services which are valued by the customer. You ensure that there is a routine awareness of customer's views and encourage challenge |
| **Leadership and Management** | Be seen as a leader. You have the ability to drive a complex programme through leadership and also demonstrate that you have deployed the right leadership approach for the circumstances |
| **Resource Management**. | See the strategic picture and have the ability to manage resources to best effect over the long term |
| **Procurement and negotiation** | Have been responsible for leading and managing all aspects of the engagement of key third party partners  |