

**Job Title:** Finance Manager  
**Division:** Group Services  
**Department:** Finance  
**Based:** Hartlebury  
**Reporting to:** Head of Finance

## **PURPOSE**

Supporting the Head of Finance in ensuring financial health and stability of the group. Leading and supporting end-to-end finance operations, financial planning and analysis. Producing financial reports and developing strategies based on financial research. Guiding internal stakeholders in making sound business decisions in the long and short term. Create a positive and exciting working environment where personal development and innovation can thrive.

## **PRINCIPLE DUTIES**

- Leading on the operational running and delivery multi-currency, multi company, multi country monthly and annual accounts, covering more than 25 company and department P&L's.
- Lead, monitor and support the day-to-day financial operations for the group encompassing the multiple companies and brands, such as invoicing, and other transactions.
- Guide and mentor the operational finance team in all day-to-day activities
- Support budgeting and production of cash flow forecasting.
- Track the group's financial status and performance to identify areas for potential improvement.
- Seek out methods for minimising financial risk to the company.
- Leading the analysis of monthly and quarterly analysis and presenting findings to the Head of Finance and any other stakeholder as required.
- Stay up to date with technological advances and accounting software to be used for financial purposes.
- Problem solving and unpicking information through the team.
- Managing the financial aspects of company mergers and acquisitions.
- Drive the continuous improvement of end-to-end accounting practices.

- Managing an end-to-end audit process of current systems – while acting as the first point of contact for external auditors.
- Understand and continuously keep on top of financial regulations and legislation.
- Oversee and lead the financial transactions to include, VAT and HMRC processes.
- Projects as required by the group.

*This list is not exhaustive and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.*

## **EXPERIENCE**

- Invoice discounting and financial planning experience would be beneficial
- Proven commercial acumen, influencing and decision making abilities
- Fully qualified accountant (CIMA, ACA, ACCA) with post qualification experience
- Experience of working in a complex matrix organisation ideally with German/US and other international management accounts
- Proven experience in managing and developing a team
- Proven experience of leading annual audits
- Extensive experience working with multiple interfacing finance systems SAGE / SAP / Oracle experience would be transferable – We currently use Procim to manage project budgets.

## **SKILLS / CHARACTERISTICS**

- Confident and effective communicator – happy to get stuck in and take the lead when required
- A relationship builder and a true finance partner to all levels of the group
- Extremely organised and effective management of own initiative in managing others time and prioritising tasks
- Excellent attention to detail and bigger picture thinking
- Drive and desire to deliver change in an ever-changing environment
- Ability to anticipate and pre-empt needs based on business requirements
- Resilience and ability to work under pressure to meet tight deadlines in fast paced, changing environment
- A problem solver with a continuous improvement and solutions driven mindset
- Able to keep a positive attitude when working under pressure

- A team player, who can motivate and manage with empathy while achieving results
- Committed to making 'anything possible' with a 'can do' attitude

## **OTHER REQUIREMENTS**

- Able to travel throughout the UK and overseas
- Flexibility towards working patterns and locations as required
- Driving licence

## **DATA SECURITY**

At all times you must work within the guidelines set out in the **DRPG's** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

## **HEALTH AND SAFETY**

At all times you must work within the guidelines set out in **DRPG's** Health & Safety Policy and Employee Manual.

## **FURTHER NOTES**

The role will be based primarily in our Worcestershire however **DRPG** promotes flexible and remote working where possible. You may also be required to travel to other office locations. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

## **THE COMPANY**

Established in 1980, we are one of Europe's most experienced and largest fully integrated, award winning communications agencies. From the strategic communication consultancy to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

The **DRP Group** is an equal opportunities employer.