



HR194 – Financial Controller

The Cotteswold group of companies consists of Workman Properties Ltd and Cotteswold Dairy Ltd.

The business is based in Tewkesbury, Gloucestershire, where all the business's production activities are co-ordinated; with further distribution centres in Cheltenham, Shropshire and North Wales.

The Workman family control and own the companies and remain extremely active within the business.

Operations

Cotteswold Dairy processes and delivers fresh, wholesome and ethically sourced dairy products. All Milk is sourced from a dedicated farmer pool within 50 miles of the production facility and sell to a range of markets from doorstep through to large wholesalers and retails.

Workman properties is a management and property holding company, with income generated from rental to Cotteswold Dairy and other third party tenants.

The Role

Job Titles: Financial Controller

Grade: Senior Management

Report to: Finance Director

No of reports: 10 including (Payroll, HR, Credit Control, Treasury and Finance)

Job Purpose: To effectively manage the day to day operations of the payroll, HR, Credit Control, Treasury and Finance teams. To undertake all aspect of financial control management and regulatory compliance. To provide accurate, timely, financial information and analysis and to maintain and develop a strong governance culture and internal controls.

Responsibilities

1. Accounting and Financial controls

Ensure all regulatory requirements are met in a complete and timely manner. Including: to prepare draft statutory accounts, HRMC statutory returns and VAT return, Government Statistics, Industry analysis and returns. Co-ordinate/manage the year end audit and prepare the tax analysis.

2. Treasury/Credit Control Management

Monitor and report cash balances and prepare short term cash forecasts, review/manage projected payment forecast. Manage day to day bank relationship including PTX, Card charges and system administration. Ensure cash is safeguarded, promptly processed and submitted to the bank. Effective management of the credit control team to ensure adherence to the credit control policy to improve cash collections and reduce bad debts.

3. Management Reporting

To prepare accurate, complete and timely monthly management accounts and analysis as required. Including the reconciliation of milk purchases and production figures and collation of monthly sales and milk volumes. To manage and control all balance sheet account reconciliations and the monthly bank reconciliation

4. Budgeting and Forecasting

To co-ordinate and assist in the preparation and consolidation of the annual budgets and forecasts

5. Management, recruitment, training and development of staff.

6. Payroll & HR

Ensure the effective operation of the payroll and HR department to meet all company and statutory regulations. Support and development of staff and systems to achieve compliance and a cost effective service.

7. Other duties as required.

Education/Experience

Degree-level

Qualified member of an accounting body ACA, CIMA ACCA,

Must have post qualification experience in a high volume transaction based manufacturing environment, with experience in a Financial Controller role managing teams from different disciplines. Experience of the food and drink and /or distribution businesses would be an advantage.

Experience of managing Payroll/HR would be a benefit.

Must have excellent Excel and Business Intelligence reporting skills (Power pivots etc.)

Longer term: system implementation experience would be an advantage.

Personal Profile

Highly literate, numerate, professional and a good communicator

Hard working, practical with problem solving ability

Attention for detail and able to instil in those around them the same

Focussed on developing the team, encourage innovation and a can do attitude.

If you believe you fulfil the above criteria, please complete an application form (available at www.cotteswold-dairy.co.uk), and write a covering letter, detailing why you believe you are the best candidate for the role.

Post your application to HR, Cotteswold Dairy Ltd, Dairy Way, Northway Lane, Tewkesbury, Glos. GL20 8JE. Alternatively, email it to hr@cotteswold-dairy.co.uk.

