

Job Description

Job title	Finance Manager	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

The primary responsibility of the Finance Manager is to ensure that the Company financial policies and procedures are rigorously applied within the contracts under remit. This will include acting as a business partner to the operational management teams to enable maximum financial performance whilst also ensuring risks are minimised. You will also be responsible for effective procurement on the account in line with budget stipulations.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- To ensure accuracy and integrity in all financial reporting for contracts under FM remit including full compliance with all relevant Group and US Accounting Policies
- Verifying that financial controls are in place, constantly looking to strengthen and improve where possible
- Set up and compliance of all account procurement processes
- To support the Account Director in achieving business objectives through proactive management of the financial and procurement affairs of the account under remit including:-
- Extensive liaison with site-based staff and operational management
- Regular reviews of 90 day debt and assisting the account teams/Credit Control department in resolving any issues and collecting overdue balances
- Monitor unbilled WIP to ensure works are billed in a timely manner
- Financial and procurement awareness/process training for Operational staff
- Ensuring that the Head of Support Services are fully apprised of any areas of concern/default
- Ensure effective and efficient procurement processes are in place
- Recruitment, training and motivation of any subordinate finance and procurement staff within the contracts under remit
- Such other duties as may be required by management
- Provide proactive business and commercial advice and support for service development opportunities, major projects and key organisational initiatives that ensure that sound commercial decisions are taken and financial risks are understood
- Provide advice and deploy plan to ensure employees have a sound understanding of commercial procedure, processes and strategies for the service and project activities undertaken within the contract
- Plan and deploy risk mitigation strategies throughout the business including integration with business unit managers and other commercial units
- Develop and track monthly benchmarking data & KPI's for high level risk across the contract
- Liaising with clients to advise on commercial improvements to the benefit of the contract operation
- Management of contract financial teams

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- Financial responsibility for multiple sites (circa £30m annual revenue)
- Work with central finance, HR, IT and procurement teams to ensure contract compliance

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Professionally qualified with post qualification experience or qualified by experience in a similar role
- Demonstrable staff management experience – training, appraisal, development and support
- Experience of a high volume service environment is essential
- Previous experience of managing both a finance and procurement function
- Contract based accounting experience
- High levels of spreadsheet (Excel) proficiency
- Experience of JD Edwards System is preferable but not essential
- Good commercial acumen/awareness
- Good communication skills – at all levels
- Flexible, adaptable approach
- Team player and self starter

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	