

HOBBS

LONDON

JOB PROFILE

Job Title:	Head of Financial Control
Job Purpose:	To support the CFO with the financial control and management of the accounting department, the production of statutory reporting and actively work with all parts of the business with regards to management reporting, cost control and accuracy.
Key Relationships:	Finance Planning & Analysis Team, Store Operations
Responsible to:	CFO

Role and Responsibilities

Board and Management Reporting

- Produce the monthly management consolidation for the Hobbs group of companies.
- Review variance analysis for the group and understand and be able to explain all variances.
- Review all balance sheet reconciliations for accuracy and completeness
- Assist in the production of the monthly management internal and external reporting packs and review with the Head of Finance and Finance Director prior to distribution.
- Recommend and implement improvements to process/procedures as required.
- Be proactive in responding to budget variances and work at head of department to resolve problems.

Budgeting and Forecasting

- Assisting Senior FP&A Manager in the annual budgetary process and forecasts as required, assuming detailed working knowledge of the planning system Cognos and ensuring that it is kept fully up to date.
- Help in carrying out overhead cost control and budget holder reviews to obtain a thorough understanding of the company and opportunities for efficiencies.
- Assist in the production of board packs and presentations.

Capital Expenditure

- Assist the FP&A Manager with preparing Capex appraisals.

- Review and agree Capex forecast and monthly cash flow updates for inclusion in the cash flow forecast.
- Provide commentary on capital expenditure for inclusion in the management reporting pack and liaise with the development office on actual project spend reports.
- Review the fixed asset register and ensure that it is updated in accordance with company policy.

Taxation

- Assist the payroll manager as required with PAYE and NIC Compliance.
- Be responsible for the preparation of the annual corporation tax returns and estimates of quarterly payments on accounts due.
- Assist the management accountant in the preparation of the VAT returns.
- Be the initial contact for all group ad-hoc taxation queries.

External Reporting

- Be responsible for the year end audit working papers for the Hobbs group.
- Draft the statutory accounts for the group.
- Assist the CFO in answering any queries raised throughout the audit process.
- Complete National Statistics enquiry forms as required.

Business Improvement

- Work closely with the CFO to continually review and improve the quality of financial control procedures and policies throughout the group, taking ownership for a number of control procedures.
- Responsible for working with the IT Manager to assess the opportunities to improve finance systems and processes.

Team Management

- Manage the Junior Management Accountant and the accounts payable team.

Skills Required

Criteria	Measures/Evidence
Technical Skills	<ul style="list-style-type: none"> • CIMA or ACCA qualified • Microsoft office and competent in financial reporting packages
Professional Expertise	<ul style="list-style-type: none"> • Previous senior financial management expertise

People Values

Collaborate	<ul style="list-style-type: none"> • Common purpose • Aligned • One team
Respect	<ul style="list-style-type: none"> • Awareness and consideration of each other's priorities pressures and achievements • Self-awareness • Appreciative
Engagement	<ul style="list-style-type: none"> • Makes sense • Happy • Friendly • Energised • Clarity of expectations
Ambition	<ul style="list-style-type: none"> • Proactive • Passionate • Can-do attitude • Dedicated • Striving for success
Trust	<ul style="list-style-type: none"> • Belief in one another • Confident • Challenging
Empowerment	<ul style="list-style-type: none"> • Entrust • Recognise • Delegate • Reward