

Brief for the position of

Financial Controller

Stopford Limited

January 2022

As an equal opportunities' employer, we welcome applicants from all sections of the community regardless of gender, ethnicity, disability, or sexual orientation. All appointments will be made on merit.

Thank you for your interest in this role. Stopford are an established multi-disciplinary engineering and design consultancy with a complimentary research and development arm, with our own proprietary clean technologies developed over the last ten years.

Now in our 40th year, we have ambitious plans for future growth over the next three to five years, supporting our key clients in the renewables and green energies sector and commercialising Stopford's green technology portfolio. To meet our ambitions, during 2021, we have restructured, rebranded and relocated. We have structured our professional services into three service groups, Technology & Innovation, Consultancy, and Projects. Each group with an individual identity, with one common ambition to 'lead the way in engineering a sustainable world towards a low carbon economy'.

Stopford has a significant opportunity to expand its operations in the UK & internationally and have an aggressive growth strategy which spans Europe, America & Asia Pacific regions. The leadership of our financial sustainability is of fundamental importance to our future. Under the umbrella of management services, the Financial Controller will report to the Finance Director, the role interfaces with the Managing Director & Commercial Director to ensure that budgets and forecasts are aligned with our Corporate financial goals.

In addition, for the right candidate, this role offers a path to becoming the Chief Financial Officer (CFO), as we restructure our Board to deliver the aggressive growth plan. We are looking for candidates with a passion for development and a hunger to progress their career. An energetic, self-starting and collaborative Financial Controller (FC) who is values-led; who blends authentic, emotionally intelligent leadership with technical expertise.

We look forward to meeting you.



Prith Rajendran

Managing Director

About Stopford

Stopford is an international multi-disciplinary consultancy, engineering design and project management services company founded in the UK in 1982. We work with companies around the world in emerging and existing industries, *our ambition is to lead the way in engineering a sustainable world towards a low carbon economy.*

Founded in 1982, headquartered in Manchester with an additional office in Lancaster. Stopford's service groups bring together complimentary engineering and environmental disciplines, with 40 years of insight and practical experience across the Resource Recovery, Energy, Water & Wastewater, Transport & Aviation sectors.

Our professional services are delivered by our service groups: Technology & Innovation, Consultancy, and Projects. Using our industry know how, our service groups combine, bringing together technologists, scientists, low carbon consultants, environmental specialists, multi-disciplinary design engineers and project managers - that is how we generate the knowledge and ingenuity to help our clients and partners prepare for the new energy age, as we transition from fossil fuels to renewables.

Stopford's mission statement is below:

What we do

We provide consultancy, project management and green technologies to a worldwide clientele.

What we value

Professionalism, equality, fairness, co-operation, and unrivalled expertise.

Our ambition

To lead the way in engineering a sustainable world towards a low-carbon economy.

Role Specification:

Stopford is seeking to appoint a Financial Controller (FC) who will be a key member of the management services team. The role sits at our head office in Knutsford, Manchester. A full job description is attached but key information is noted below.

Salary:

£45,000 - £55,000 per annum

Reports to:

Finance Director and has reporting lines to the Managing Director & Commercial Director and at an operational level with the Service Group Directors.

Overall purpose:

The FC will develop the Finance team and systems to ensure accurate and timely reporting. They will maintain Budgets and short-term forecasts to identify and manage opportunities and risks across Stopford's operations to support the business.

Key relationships:

The FC will be a member of the Management Team expected to work across all aspects of the business engaging with Directors and Managers.

External relationships will include auditors, banks, tax advisors.

Key responsibilities:

- Interfaces with the Managing Director & Commercial Director to ensure that our corporate financial goals are reflected in budgets and forecasts.
- Interacts with operational management, finance & commercial group to ensure that business objectives are translated into financial goals and objectives.
- Managing the finance team covering, accounts payable, Fixed assets, Treasury, Statutory financial reporting and group reporting.
- Managing the monthly reporting processes for the UK business.
- Managing the UK audit process and being the key contact for external auditors.
- Work closely with the Financial Director to review and manage working capital and cash within the business.
- Be responsible for the integrity and accuracy of the accounts, using Sage 50.
- Prepare detailed monthly management accounts and financial reports.
- Prepare annual accounts to statutory standards.
- Prepare annual budgets and ad hoc forecasts and costings.
- Monitor cashflow.
- Oversee credit control.

- Follows organisational policies and procedures and ensures staff is in compliance.
- Supervises staff as needed.

Person Specification

Qualifications:

ACA or CIMA qualified with a Bachelor's degree in Accounting, Finance or Business Administration.

Experience:

Minimum of 5 years post qualifying experience in Finance or operational management.

Experience of working for a large company including the reporting of financial and operational performance at a senior level.

Experience of working in a US regulatory environment would be advantageous.

Detailed knowledge of revenue recognition, budgeting and forecasting.

Advanced proficiency using Excel, including creating pivot tables and other data manipulation techniques.

Demonstrated ability to manage confidential information.

Strong analytical and critical thinking skills.

Detailed knowledge of general ledger functions, technical accounting issues and a range of accounting software packages and or platforms.

Personal qualities

Strong people-management skills and a good team player

Ability to perform extremely complex accounting tasks.

Strong attention to detail.

Strong written and verbal communication skills.

Appointment Process

As part of the selection process you will be asked to undertake psychometric testing and there will be a two stage process which will include testing your technical knowledge and competency based interview.

Job Description

Post Title: Financial Controller
Group: Management Services
Location: Knutsford

Ambition

Our ambition is to lead the way in engineering a sustainable world through the transition to a low carbon economy.

Values

We value professionalism, equality, fairness, co-operation and unrivalled expertise.

Description

The Financial Controller (FC) will develop the Finance team and systems to ensure accurate and timely reporting. They will maintain Budgets and short term forecasts to identify and manage opportunities and risks across Stopford's operations to support the business.

Main duties and responsibilities

Cash and bank management

- Preparation of weekly rolling cash flow forecasts monitoring all associated cash elements.
- Support the FD in monitoring cash balances and forecasting these to ensure that there are always sufficient resources available.
- Ensure that income received is accurately tracked and recorded.
- Make and oversee BACs payments and manage direct debits and standing orders
- Managing currency exchange exposure and multi-currency bank accounts

Partnering with Operational and other managers and teams

- Provide training to operational managers and other staff on the use of systems and how these interface into wider processes.
- Undertake the provision of detailed information to operational managers and other staff to enable them to develop an understanding of the different resources used and the costs of running services.
- Undertake regular meetings with operational managers and other staff, enabling them to understand their budget reports and financial responsibilities.
- Work closely with the HR Department to provide information on the costs of employing staff, contractors and agencies.
- Work closely with payroll providers to ensure accurate information is provided to and disseminated from them.

Transactional Management

- Manage day-to-day operations, covering Accounts Payable, Sales Ledger, Cash Bank and payroll.
- Ensure all transactions are correctly recorded and on a timely basis.
- Monitor debt levels and advise the FD of overdue items or areas of query and concern.

Financial systems

- To oversee and take responsibility for the maintenance of financial systems, liaising with system suppliers and ensuring that user access rights are appropriate, coding structures are in place and availability levels are maintained.
- Work with system suppliers to drive forward the development of new systems, to ensure that financial processes are automated and simplified for service provision staff.
- Support other staff in learning how to use financial systems providing them with appropriate training.
- Ensure that there are appropriate procedure notes in place to allow staff to quickly learn how to use the system and to ensure that processes can be continued in the event that staff are lost.
- Work closely with the Company's auditors to enable them to understand systems and controls and to audit transactions.
- Support the FD in maintaining Standing Financial Instructions, policies and procedures, assisting in ensuring compliance with these, providing training and support to both financial and non-financial staff.

Financial Control

- Ensure Loans and Deposits are managed to maximise benefit.
- Use accruals and prepayments to ensure that transactions are appropriately matched to budget and that income and expenditure levels are correct for the budget period.
- Oversee and undertake the clearance of control accounts on a monthly basis, along with the reconciliation of this.
- Control Tax issues – HMRC PAYE, VAT and Corporation Tax and ensure all reporting and payment deadlines are met.
- Undertake the monitoring of income and expenditure levels against both plans and contracts, bringing variances to the attention of key staff.
- Monitor the performance of central and operational departments against plans, budgets and forecasts and bring variances to the attention of managers.

Reporting and Planning

- Lead on the preparation of monthly accounts and finance reports and schedules to the Board and budget managers. Develop reports to ensure that they provide an evolving format which fits with the development of the organisation
- Lead on the preparation of the Annual Accounts, work closely with Auditors to ensure that all aspects of this are agreed in a timely manner and signed off by the Board.
- Support the FD in the development of budgets and forecasts ensuring that these are set in a timely, realistic and delegated manner, maximising the input from operational managers.
- Bring to the attention of the FD and other key members of staff matters of concern.

Other tasks

Support the FD:-

- in identifying and implementing cost-saving plans, monitoring contribution levels made by contracts and controlling overheads and drivers
- in preparing costing models and prices for new and existing services.
- with External Auditors, lead and co-ordinate the annual statutory audit
- with completion of all statutory and regulatory returns within required timescales
- Management and leadership of a values-led Finance Team
- Other ad-hoc duties as requested by the FD.
- Ensure an understanding of the company's obligations and responsibilities for managing monies for the households and for the people we support.

COMPANY WIDE ASPECTS

Adhere to Stopford's Business Management System.

REVIEW

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the organisation and the overall business objectives of the organisation.