



ROMERILS

JOB DESCRIPTION

Commercial Finance & Business Information Manager (Part Qualified or Qualified by Experience)

Our Vision

We are a vibrant retail market leader delivering the best, enjoyable shopping experience to inspire homeowners, while giving outstanding service. We know and engage with our customers, which gives us knowledge on delivering what they want.

‘Best of the Best’ in customer service is at the heart of all we do.

Our People

To be able to deliver our vision, we need self-motivated, passionate people who can offer quality customer service whilst performing with honesty and integrity. We provide a friendly, enjoyable and supportive work environment.

The Department

The Finance Department is responsible for the reporting of the finances and performance of the business with the focus being on identifying and optimising net profit opportunities and contributing to the continued success of the company in line with the organisation’s targets.

The Role

The purpose of the Commercial Finance & Business Information Manager will be to support the Finance Director in the preparation of accurate and reliable management accounts to strict deadlines and contributing to the continued success of the Company. Working as part of the Finance team, the Commercial Accountant will be fully aware of the business and departmental objectives and maximising the Company’s profitability.

Reporting Lines

Reports to the Finance Director.

Standards

- ✓ Every employee is expected to be honest and trustworthy in their dealings with customers, colleagues and the company.
- ✓ Nothing less than excellent customer service is acceptable with both external and internal customers
- ✓ A high standard of confidentiality is required with our working practices and operating systems
- ✓ All staff are expected to work as part of the team
- ✓ All staff are expected to work efficiently and accurately
- ✓ All Standard Operating Procedures (SOPs) must be followed at all times

PERSON SPECIFICATION

Knowledge of:

AAT Qualified or equivalent (desired)

Studying towards ACCA/CIMA/ACA (not essential)

Transactional Reconciliations Microsoft Office packages (Excel essential)

Preparing Management Accounts Competent user of accounting systems

Skills required:

| | | |
|----------------|-------------------------|-----------------------------|
| Numerate | Effective communication | Effective reading & writing |
| Logical | Problem solving | Accurate |
| Prioritisation | Time management | Organisation |

Personal qualities:

| | | |
|---------------------|-------------|-------------|
| Trustworthiness | Reliability | Honesty |
| Professional | Personable | Flexibility |
| Calm under pressure | Tactful | Discrete |

PRINCIPLE DUTIES

1. Support production of quarterly management accounts to the required deadlines and ad hoc reports to Management team as required
2. Responsible for cash posting and allocation, housekeeping, query resolution, account reconciliations. Including but not limited to:
 - Analysing and posting credit card expenses
 - Posting ad hoc payments/sundry receipts into ledger via journals
 - Reconciling company bank accounts on a daily basis and preparing monthly reconciliation reports
 - Calculating staff commissions on a monthly basis
 - Calculating and distributing monthly gross profit reports to sales managers
 - Keeping capital expenditure records up to date
3. Assist the Finance Director to establish new ideas, opportunities, identify areas of development and to make improvements where required
4. Assist the Finance Director with the creation and development of the budget
5. Assist the Finance Director with liaison with auditors and prepare financial information as required for the end of year audit process
6. Conduct analysis of trends and developments within the business
7. Assist with the monitoring and analysis of the Company's gross margin position
8. Maintain awareness and knowledge of up to date financial practices
9. Develop the Company's Finance Strategy, in conjunction with the Finance Director to include any further objectives identified as a result of research and evaluation undertaken
10. Implement any improvements as required to ensure all controls and the necessary processes/procedures are robust and stand up to scrutiny

11. Monitor, measure and report on finance issues, opportunities, development plans and achievements within agreed formats and timescales
12. Liaise and attend meetings with other Company functions necessary to perform duties and aid business and organisational development
13. Attend any agreed training for continuous self-development of relevant knowledge and skills
14. Undertake any related ad hoc tasks as requested by the Finance Director or the Directors

Changes

Because of the diversity of our business, this job description will inevitably change. There will be the need, from time to time, to undertake other activities that fall within the capabilities of the role holder, as directed by management.