

Job Title: Financial Controller

Department: Finance

Reporting To: The directors

Line Management Responsibilities: Site teams/office personnel

Salary: Highly competitive

Job Summary:

The financial controller at Retain Limited is responsible for overseeing the finance department's day-to-day operations. This role involves managing the company's financial accounting, monitoring, and reporting systems. The financial controller ensures the company's financial strength and efficiency, focusing on long-term financial strategy, budget management, and financial reporting.

Key Responsibilities:

Financial Reporting and Analysis:

- Prepare the management accounts
- Analyse financial data and present financial reports accurately and timely, keeping senior leadership abreast of Retain Limited's financial status
- Manage the budgeting process, including developing, monitoring, and adjusting budgets and forecasts

Cash Flow Management:

- Oversee cash flow planning and ensure the availability of funds as needed
- Manage and track the company's financial status and performance to identify areas for potential improvement
- Ensuring that stakeholders and subcontractors are paid on time

Internal Controls and Compliance:

- Establish and maintain internal controls to ensure compliance with financial regulations and guidelines, including bookkeeping and VAT returns
- Coordinate and lead the annual audit process, liaise with external auditors and the directors, and assess any necessary changes

Strategic Planning:

- Assist in formulating the company's future direction and supporting tactical initiatives
- Monitor and direct the implementation of strategic business plans

Risk Management:

- Monitor risk management policies and procedures to ensure that program and organisational risks are minimised

- Advise the management on appropriate insurance coverage for the company and its subsidiaries

Stakeholder Relations:

- Engage with the directors and senior leadership to develop short-term and long-term financial plans and projections
- Represent the company to financial partners, including financial institutions, auditors, etc.

Qualifications:

- Bachelor's degree in finance or accounting; ACA, ACCA or CIMA qualified highly desirable
- Minimum of five years experience in a senior financial managerial position with a proven record of success
- Extensive knowledge of the construction industry
- A minimum of five, ideally ten years of construction industry experience is preferred
- Strong interpersonal, communication, and presentation skills
- A solid understanding of financial statistics and accounting principles
- Working knowledge of all statutory legislation and regulations

Evaluation:

Your performance will be evaluated based on the effective management of the finance department, accuracy and timeliness of financial reports, success in managing the company's financial health, and contribution to the overall strategic objectives of Retain Limited.

This job description outlines the general scope of duties and is intended to be something other than all-inclusive. Duties and responsibilities may be adjusted based on company needs and individual performance.