



Job Description

Job Title:	Finance Manager
Accountable To:	Directors
Location:	Moddershall Oaks Country Spa Retreat

Our Vision

At Moddershall Oaks, we are dedicated to providing guests with a special place to be and all members of our team are expected to work positively to achieve our vision:

‘Be the best at everything we do by employing great people who make Moddershall Oaks a special place to be’.

Our Values

We have agreed a set of core values which define the standards and behaviours which we expect all employees to demonstrate:

- We are **Ambitious**
We are focussed on personal and business success
- We are **Caring**
We genuinely care about our guests and our colleagues
- We are **Creative**
We seek better ways of doing things and are empowered to deliver consistently outstanding service
- We are **Enthusiastic**
We are motivated to develop our skills and do our best for guests every day
- We are **Loyal**
We work as one team who are loyal to each other and the business

In return, Moddershall Oaks offers appropriate support, training and development within available resources to enable employees to make their best contribution.

Job Purpose

The purpose of the Finance Manager is to provide support to the Directors and senior managers with effective information and analysis for example, current performance, actual v budget, YOY, gross margins, costings etc) and to proactively work to help the departments perform financially as per the company forecasts. The Finance Manager would be responsible for preparing monthly accounts, look at grant and other financial opportunities, compose forecasts and assist with business development projects.



Principal Accountabilities

1. **Strategic planning;** as a senior manager in the company, assist with formulating strategic long term business plans, help us to analyse change and identify opportunities. Be aware of and proactively explore financial opportunities that may be relevant to the business for example government grants.
2. **Financial forecasting;** Compose forecasts for the business including P&L, Cash Flow and Balance Sheet. Break down forecasts into departmental sections and coach managers in the business to help them better understand their financial objectives. Report business performance vs. forecast each month.
3. **Departmental budgets;** set and monitor budgetary controls on all income and expenditure. Meet with the senior managers regularly regarding budgetary performance, ensuring targets are met and help them to perform. Be effective in translating financial information into easy to understand detail for non-finance managers and team leaders including reports, statistics and infographics.
4. **Financial reporting;** produce our monthly management accounts encompassing budget v actual, and YOY. Monitor and interpret trends, research and report on factors influencing business performance. Liaising with Senior Managers to conduct review and highlight cost reduction opportunities, and areas of overspend, to reach and achieve financial targets and mitigate risk. Manage year end auditing and ensure accounts are submitted on time.
5. **Policies & procedures;** understand and follow company rules and regulations. Propose improvements to policies for the greater good of the company. Help us to research and formulate new policies to prevent fraud and reduce risk such as GDPR, money laundering, cancellation terms, payment terms and insurance policies. Understand and communicate key changes in financial standards and regulations, and maintain company compliance. Duties will include adhoc company secretarial work.
6. **Sales and purchase ledger control and reconciliation;** ensure timely collection of cash and payment of suppliers. Monitor cash collection where upfront payment is not usual i.e. wedding payments. Carry out bank reconciliations.
7. **Building key relationships;** as a senior manager you would need to be good at nurturing relationships both internally with Directors, senior managers and team leaders, and externally with the accountants, auditors, bank, solicitors, suppliers agents. Provide auditors relevant information to enable their preparation of annual statutory accounts. You would be present in key management meetings.
8. **Costings;** be competent in costings, VAT and margins. Maintain costing files for all sales items and packages from spa treatments to food dishes. Monitor and report on selling prices and gross margins. Actively participate in price setting with sales and marketing. Always look for ways to reduce cost where possible.
9. **Purchasing;** ensure best value is achieved in all tendering and procurement alongside our Stock & Systems Manager.



General requirements

- Work diligently within the best of your ability to ensure you meet the requirements of your job description
- Always seek to continuously improve
- Participate in internal/external meetings and training as required
- Positively participate in one to ones and appraisal
- Ensure that all relevant policies, procedures and working practices are adhered to at all times
- Work in accordance with Moddershall Oaks' culture, values, aims and objectives
- Act as a positive ambassador for Moddershall Oaks at all times when dealing with guests or representing the business
- Positively contribute to Moddershall Oaks team working environment, taking ownership of issues and supporting colleagues where appropriate
- Undertake any other duties that may be required from time to time



Person Specification

Job Title: Finance Manager		
Criteria	Essential or Desirable	Method of Identification
<p>Qualifications</p> <p>Professional Accountancy Qualification</p>	Desirable	Application
<p>Proven Experience</p> <p>Experience with Sage Line 50, Sage Payroll and RTI</p> <p>Proficient in all Microsoft Applications, with advances Excel Skills</p>	<p>Essential</p> <p>Essential</p>	<p>Application</p> <p>Application</p>
<p>Knowledge, Skills and Abilities</p> <p>Ability to work in a fast paced environment, with a variety of tasks, not compromising on quality. We are one business with multiple brands, products and services so multitasking is essential</p> <p>Highly numerate</p> <p>Able to mentor, train and supervise well</p> <p>Great attention to detail while seeing the bigger picture</p> <p>Able to learn quickly and apply knowledge to new problems or events</p> <p>Ability to recognise patterns of expenditure and variances</p> <p>Professional and friendly approach</p> <p>Time management, able to prioritise and achieve deadlines</p> <p>Excellent verbal and written communication skills</p> <p>Problem solving skills – able to work on own initiative</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview/ Assessment</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview/ Assessment</p>



Strength of character to challenge appropriately or refuse ineligible payments	Essential	Interview
Able to interpret data and produce accurate reports	Essential	Interview
Highly organised and able to meet deadlines	Essential	Interview
Good customer service skills	Essential	Interview
Able to work without close supervision	Essential	Interview
Able to deal with confidential information with the utmost discretion	Essential	Interview
Other Attributes		
Driven and passionate, keen to build relationships and get involved	Essential	Interview
Excellent team player	Essential	Interview
Able to work flexibly	Essential	Interview
Enthusiastic and approachable	Essential	Interview
Able to work positively within the spirit of Moddershall Oaks vision and core values	Essential	Interview
Car owner/driver	Essential	Application

NB: This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, Moddershall Oaks may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.

I confirm that I have read and agree to carry out the duties and responsibilities contained in this job description.

Signed:

Date: