

### CCS Head of Finance

<b>Job Title:</b>	Head of Finance	<b>Job Category:</b>	Accounting
<b>Department/Group:</b>	Accounts	<b>Job Code/Req#:</b>	
<b>Location:</b>	Andover/Winchester	<b>Travel Required:</b>	Yes to offices
<b>Level/Salary Range:</b>	£55,000 -£60,000 PA	<b>Position Type:</b>	Full-time
<b>Senior Contact:</b>	Danny Gladwyn	<b>Date posted:</b>	NA
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	NA

#### Applications Accepted By:

**E-mail:**  
[danny.gladwyn@correctcs.co.uk](mailto:danny.gladwyn@correctcs.co.uk)

**Attention:**  
Danny Gladwyn

**Mail:**  
Danny Gladwyn  
Unit 21B Hopkinson Way  
West Portway  
Andover  
Hampshire. SP10 3ZE

#### Job Description

##### THE COMPANY

CCS is a fast growing £10m turnover, construction industry SME based in Andover enjoying substantial growth which is forecast to continue in the foreseeable future.

A full-time Finance Director (designate) is now needed to maintain this controlled and effective growth path as CCS transitions from a Small to Medium sized Enterprise.

##### JOB PURPOSE:

Reporting to the Managing Director, the Finance Director (designate) will -

As to the **FINANCE FUNCTION:**

- Manage a growing finance department
- Support and advise the Finance Manager to ensure -
  - timely and accurate book-keeping and payroll management
  - timely and accurate preparation and submission of PAYE, CIS, VAT, CT61 and other such returns
  - timely and accurate submission of all government returns and surveys as originate within the finance function (e.g. quarterly Capital Expenditure surveys)
  - effective Credit Control is applied at all time

- Ensure CCS adopts appropriate procedures and processes and adheres to UK Generally Accepted Accounting Practice (GAAP)
- Ensure appropriate internal financial controls are in place and adhered to throughout CCS.

#### **DUTIES:**

#### **MANAGEMENT INFORMATION:**

- Lead all financial planning and analysis, including budgeting, forecasting and cash flow management
- Prepare Management Information including monthly Management Accounts, Gross Margin analysis, product line analysis etc.
- Build and manage monthly, quarterly, and annual forecasts
- Undertake ad-hoc initiatives as agreed with the Managing Director, preparing reports and presentations as required

#### **YEAR-END ACCOUNTS and AUDIT:**

- Prepare Statutory Accounts and Year-end / Audit files as agreed with CCS's professional accountants / auditors

#### **COMPANY LAW :**

- Keep abreast of Company Law as it relates to CCS.
- Appraise Directors and Senior Executives of changes that affect or may affect CCS and offer appropriate recommendations as necessary from time-to-time

#### **TAXATION:**

- Maintain a good working knowledge of UK Company Taxation. Advise Directors and Senior Executives of significant changes and their impact, as they arise from time-to-time
- Prepare Corporation Tax computations and liaise with the CCS's professional tax advisers to ensure accuracy and that all available reliefs and allowances are obtained and applied

#### **BUSINESS and FINANCIAL STRATEGIES:**

As a member of the Senior Management Team –

- Develop, review and amend the 5-year rolling Company Strategic Business Plan
- Develop and implement strategies to increase ROI and profitability
- Advise on appropriate funding strategies and negotiate with banks and other lenders
- Develop strategies for additional equity fund-raising if required. Prepare information memoranda as necessary.

#### **THE CANDIDATE:**

**Professional Qualifications – ACA / ACCA / CIMA**

**Post-qualification experience**

- Minimum 3 year's industrial/commercial experience, preferably in the Construction Industry

- SME experience

Proven and capable 'Number 2' in growing SME now seeking 'Buck-Stops-Here' lead appointment

**IT Knowledge:**

- Sound working knowledge of Sage 50 accountancy software, Microsoft 365 (Excel, Word, Outlook, Powerpoint, Access, Teams)
- Advanced spreadsheet skills

**Personal Skills:**

- Effective Communicator, both written and verbal
- Team builder developing strong working relationships across departments and seniority levels
- Strong and attentive Manager of direct reports
- Demonstrable multi-tasking, time-management and organisation skills
- Solutionist –
  - Analytical thinker
  - Seeks alternative solutions, not necessarily the obvious
  - Effective decision maker
  - focussed implementer
  - involves others
  - sets realistic expectations

***We are an equal opportunities employer and we welcome applicants no matter what their ethnicity, gender, sexuality, beliefs or nationality.***

Reviewed By:	Martin Fray	Date:	01.12.2021
Approved By:	Danny Gladwyn	Date:	01.12.2021
Last Updated By:	Nicki Grimison	Date:	19.01.2022



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