



Position Description	
<b>Job Title</b>	<b>Group Financial Controller</b>
<b>Reporting to:</b>	<b>Managing Director</b>
<b>Location</b>	<b>Chesham/Aston Clinton</b>
<b>Scope of Role</b>	<p>Global Infusion Group operates a diverse portfolio of brands that include e2B, GIG, Eat to the Beat, and Bonnie May Food &amp; Events, with clients including major corporates, global sporting events, international artists, festivals, film and TV production companies.</p> <p>Reporting to the Managing Director the individual will manage a small finance team including:</p> <ul style="list-style-type: none"> <li>• two management accountants</li> <li>• two trainee accountants</li> <li>• five transaction processing staff.</li> </ul> <p>He/she will manage all aspects of financial and accounting operations for our UK, US and UAE locations. He/she will create and evolve processes and procedures to accommodate growth plans in a seamless manner while ensuring that the culture and goals of the offices align with and reflect our overall culture and goals.</p> <p>The financial controller will work with operational and commercial directors to deliver large catering and event-based projects in various jurisdictions providing financial risk and cash flow insight as well as adopting a solution based approach to possible problems.</p>

Key Responsibilities
<p>Reporting:</p> <ul style="list-style-type: none"> <li>• Oversee production of/review accurate and timely monthly financial statements for the group as a whole and for each subsidiary</li> <li>• Cash flow/treasury management supported by the management accountant including oversight of creditor payment runs and debtors reporting</li> <li>• Actively implement processes across the business to support profitability and positive cash flow</li> <li>• Support senior management with financial advice and by performing ad hoc analysis</li> <li>• Ensure the company and group's compliance with VAT/PAYE/NIC and Corporation Tax reporting requirements both in the UK and other geographical regions including Europe, the USA and Middle East</li> <li>• Working with business units to produce annual budgets and forecasts as required for consolidation into group budget</li> <li>• Manage compliance with quarterly bank reporting and covenant requirements and relationship with bankers and other lenders</li> <li>• Manage and oversee finance team's audit responsibilities and be responsible for achieving sign-off of annual statutory accounts</li> </ul>

- Manage, develop and mentor management accountant and other members of the finance team as required

**Management**

- Demonstrate strong leadership skills in building, motivating and mentoring the finance team.
- Input to improvement of monthly management accounting to provide value reporting, KPI and other qualitative analysis
- Authorisation of bank payments in both sterling and foreign currency
- Lead the automation and re-engineering of various financial processes and procedures to improve efficiency within the finance department and, where necessary, the company.

- Ultimately be responsible for all aspects of invoicing and cash collection processes to minimise past due accounts and to maximise operating cash flows
- Manage the audit process for the group subsidiaries with statutory authorities and public accounting firms
- Manage the relationship with bankers, insurers and other appropriate third parties.

**Financial Applications**

- Maintain SUN financial application in the short term and be responsible for successful implementation of sage 200 including the associated project costing module
- Manage sage financial applications eg year-end roll forward, new user setup etc once that system is implemented
- Develop a working knowledge of software at any time in use by GIG

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualification</b>	Chartered Certified accountant (or equivalent).	
<b>Experience &amp; Knowledge</b>	Previous managerial experience Ability to work under pressure and to tight deadlines Strong working knowledge of financial applications and spread-sheets, SUN/Sage experience a plus	Ideally experienced in working with high-growth international SME
	Working as part of a team and on own initiative.	
<b>Abilities &amp; Skills</b>	Strong interpersonal communication skills both verbal and written.	
	Ability to demonstrate a methodical, organised and flexible approach to work.	Enthusiastic self-starter, independent thinker with a can do, enthusiastic, positive attitude who is dedicated to their job.
	Ability and willingness to challenge senior management and the status quo.	

Global Infusion Group confirms its commitment to *equality of opportunity* in all areas of its work. All individuals will be treated in a fair and *equal* manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.