



Role Profile

"Creating a better future for our farming members."

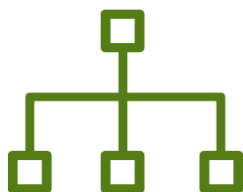
Job title	Finance Operations Manager
Reports to	Group Head of Finance
Department	Finance
Location	Stoneleigh
Grade	5

Main purpose of the job



- Lead daily finance operations including accounts payable, receivable and cashbook
- Assist in the delivery of management accounts for the NFU's subsidiaries, including group consolidation
- Act as budget lead for allocated departmental budget holders

Reporting Lines



- Group Accounts Assistant – Purchase Ledger
- Credit Controller
- Accounts Assistant – Cashbook
- Assistant Accountant



Responsibilities



Finance Operations Management

- Oversee the Accounts Payable and Accounts receivable ensuring that the ledgers are orderly
- Ensure timely and accurate processing of invoices, payments and collections
- Prepare Payroll journals and relevant reconciliations

Financial Reporting

- Compile Monthly management information from the group subsidiaries, including variance analysis and commentary
- Review and challenge balance sheet reconciliations of the group subsidiaries.
- Assist group head of finance in preparing consolidated accounts.
- Act as budget lead for departmental budget holders, ensuring that they are kept up to date
- Assist group head of finance with any reforecasting that may be required
- Ensure intercompany reconciliations are performed and monitored.

Compliance & Controls

- Develop financial procedures and manuals

Audit

- Support Group head of finance with coordinating external audits, including supporting subsidiaries with annual statutory accounts

Team Leadership

- Supervise and mentor finance staff
- Foster a culture of accountability and continuous improvement.
- Collaborate with cross functional teams.

Person Specification



Knowledge and Expertise

- Professional Certificate (ACCA, CIMA or equivalent)
- Minimum 5 years' experience in finance operations or financial management
- Proficiency in Financial software and CRM systems
- Strong understanding of financial reporting and budgeting
- Experience of leading and managing a team.

Communication

- Excellent communication skills and ability to translate financial data for non-financial stakeholders.
- Effective team member.
- Ability to engage with stakeholders at all levels.

Practical Skills

- Attention to detail and being able to process information accurately.
- Advanced user of Word, Outlook and Excel including financial spreadsheets.

Decision Making and Problem Solving

- Able to plan, organise and monitor own workload to ensure tasks are completed to appropriate standards and deadlines.
- Takes responsibility, using initiative as appropriate.
- Ability to interpret data, summarise complex information, identify its relevance to the NFU and communicate to appropriate stakeholders.

Responsibility

- To maintain confidentiality of information and sensitive data at all times.
- Responsible for providing information that is used to make decisions that affects the organisation.

Personality

- Effective working in a team.
- Efficient and organised with experience of dealing with both routine and detailed tasks.
- Ability to work effectively to strict deadlines.
- Some flexibility required, e.g., occasional extra hours.
- Self-motivated with a willingness to take on new challenges.

- Able to maintain high levels of concentration, pay attention to detail and cope with interruptions.
- Has a positive attitude and is approachable.

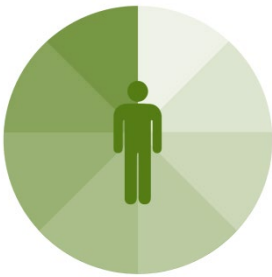
Desirable Skills/Attributes



- Ability to work in a fast-paced environment.
- Strategic mindset



Competencies

	Core Competencies	• Understanding the NFU • Working Together • Personal Accountability • Communication	4 - Leading 5 – Shaping 5 - Shaping 4 – Leading
	Functional Competencies	• Technical Expertise • Analysing and Problem Solving • Decision Making • Planning and Organising • Inspiring and Developing People • Flexibility	5 – Shaping 4 – Leading 4 – Leading 5 – Shaping 5 – Shaping 4 – Leading

