

JOB SPECIFICATION



Position: FINANCIAL CONTROLLER

Company History

Founded in 1945, Pat Munro (Alness) Ltd is a privately-owned company consisting of the following operational departments:

- Construction – Civil Engineering, Utilities and Surfacing
- Haulage and Plant Hire
- Homes
- Major Projects
- Property and Development
- Quarry Products
- Waste Services

Based at Caplich Quarry in Alness, the company currently employs in excess of 170 personnel and operates out of several further facilities; Quarries in Dornoch, Strathroy and Tomatin; Concrete Plants in Inverness and Elgin; and a Waste Transfer Station in Inverness. The company also operates a subsidiary business, **Carbon Dynamic (Scotland) Ltd** – which focusses on the off-site construction of high quality, energy efficient, sustainable, modular based buildings – and also has a related business, **Pat Munro (Contractors) Ltd** – which operates a number of farms and oversees a property portfolio also.

Position

This is a **full time, permanent position** within our Finance & Administration Department and is based at our main offices at Caplich Quarry, Alness.

The experienced candidate, will manage and oversee the finance and administration aspects of our core business, together with our subsidiary business, Carbon Dynamic (Scotland) Ltd, and our related business, Pat Munro (Contractors) Ltd. They will report directly to the Commercial Director and part-time Non-Exec Finance Director.

Principal Job Responsibilities

As Financial Controller you will be required to undertake the following: -

Management

- Overseeing the day to day running of the Finance & Administration Department.
- Ensuring that the structure and staffing of the Department is adequate for achieving the objectives and tasks required of it.
- Responsibility for recruitment, appraisals and staff management issues for the Department (supported by our HR Department).
- Ensuring that company-wide pay reviews are properly planned, costed and implemented.
- Maintaining (and devising where required) a documented system of accounting policies and procedures.

Transactions

- Ensuring that all of the Department's procedures, reconciliations and controls are followed.
- Ensuring that the payment of creditors is managed properly with regard to credit terms and the company's cash flow.
- Involvement in problematic debt collection cases or debt disputes.
- Overseeing the company's compliance with payroll-related legislation including Benefit in Kind rules, Real Time Information filing, Auto Enrolment requirements and the Construction Industry Scheme.
- Assessing and evaluating financing options for example with asset purchases on deferred terms or with the availability of early payment discounts.
- Supporting the company's work on job tendering with the provision of information to those involved in preparing tenders.
- Providing financial analysis to support capital investment decisions and potential acquisitions.
- Identifying and accessing sources of Government financial assistance.

Reporting

- Ensuring production of timely and complete management accounts with key supporting management information.
- Preparation of a high level summary of these for presentation to the Board.
- Completing and adapting (where appropriate) the existing system of management reporting.
- In conjunction with the Board, setting performance measurement targets for each Department.
- Monitoring departmental performance and investigating variances against set targets.
- Reporting to the Board the reasons for variances and helping to identify any actions to be taken to improve performance.
- Devising and implementing an appropriate system for monitoring and projecting cash flow. Reporting on this to the Board on a monthly basis and more regularly if the need arises.
- Production of annual budgets including co-ordinating all of the inputs required from the Departmental Leads to be factored in to these. As part of the monthly reporting process, reporting to the Board on the reasons for variances against budget.

Compliance

- Overall responsibility for the application of environmental taxes, reliefs and schemes to the company's business.
- Ensuring that the company's relationship with its bankers runs smoothly with the provision of information and explanations as required. Co-ordinating the annual facility review with the bank manager.
- Overseeing production of the draft annual accounts and supporting file for presentation to the company's auditors.
- Co-ordinating the audit process with the auditors including setting the timetable to ensure timely and efficient completion. Dealing with higher level audit queries and working through any proposed audit adjustments.
- Ensuring that appropriate tax planning steps are taken and that key pre year-end decisions are brought to the Board.

Other Matters

It would also be normal for an experienced Financial Controller to get involved in a range of non-financial matters such as:

- Company Insurances
- Liaison with the company's solicitors
- Supporting the company's work in relation to accreditations and awards
- Business development initiatives

Applicant

The successful applicant will ideally have the following skills, qualities and experience:

- ICAS, ICAEW, CIMA or ACCA qualified
- Experience in a similar position within a commercial business environment
- Knowledge of financial accounting reporting, budgeting and forecasts
- Experience in the preparation of statutory accounts
- Excellent management skills and the ability to be a motivational leader
- Strong Excel experience and skills
- Pegasus Opera experience would be beneficial
- Display a high degree of accuracy in their own work.
- Display good and consistent communication and presentation skills.
- Be organised with good file management skills.
- Be professional, trustworthy, friendly, timeous and reliable.

Training and Development

Will be provided to facilitate the successful candidate's ongoing continuous personal development and to ensure they remain up to date with relevant industry and legislative changes, etc.

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Working Hours

The standard working week consists of the following: Mon-Fri 8.00am to 5.30pm with 1 hour for lunch.

It is, however, an expectation of the role that working hours will need to be kept flexible to a reasonable extent, to meet the demands of the business activities.

Remuneration

Proposed salary is **£negotiable depending upon relevant skills and experience**. Salary reviews are conducted annually.

Probationary Period

The company operates a standard 3-month probationary period, during which either party has the right to immediate termination of employment. Upon successful completion of the probationary period, full terms of the employment contract will apply.

Holidays

Annual holiday entitlement is 30 days which is inclusive of recognised public holidays. You are required to reserve a specified amount of your annual holiday entitlement to cover the annual Christmas and New Year shutdown period. This is normally 10 days.

The business will endeavour to grant holidays out with the fixed dates, where possible, subject to operational requirements. Minimum notice periods will apply to such requests.