

Job Specification

Job Title:	Financial Accounting Manager
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Department/Location/Grade:	MC Finance / HO based, other sites as required / MM3
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Reports To:	Financial Controller
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People Responsibility: (No. of Direct Reports)	3 (plus 3 indirect)
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Interfaces
<p>External</p> <ul style="list-style-type: none"> • C&C Group Finance Team • MC Subsidiary Financial Controllers • MC Auditors (EY & Banking Institutes) • External tax advisors • HMRC first point of contact • Barclays Relationship Director <p>Internal</p> <ul style="list-style-type: none"> • MC Exec Members • Depot Managers • Marketing Department • Central Functions

KPI's
<ul style="list-style-type: none"> • No material adjustments in our annual audit • Delivery of core month end reports in line with C&C timetable • All tax reports filed with HMRC on time • Weekly delivery of cashflow forecast • Weekly delivery of working capital performance

Knowledge/Skills	
Functional	Behavioural
<ul style="list-style-type: none"> • Financial accounting and reporting: Experienced – Strong understanding of financial reporting frameworks and regulatory environment. • Risk Management: Experienced – identifies risks and proposes controls that can be placed to mitigate the risks. • Taxation: Experienced – Working knowledge of tax. Able to calculate various tax areas relevant to the business. 	<ul style="list-style-type: none"> • Business partner: Evolving – uses financial knowledge and knowledge of business to contribute to the decision making process. • Business analysis: Evolving - has good knowledge of analysis techniques and is able to use them correctly. • Team work: Evolving - understands own role in team and can work in large and small teams.

Main Purpose
<ul style="list-style-type: none"> • Accurately account, report and consolidate results for all entities within Matthew Clark Bibendum • Variance analysis and commentary for month end reporting • Produce monthly consolidation account under IFRS rules in line with C&C timetable • Ownership of all tax accounting, including reporting and reconciliation processes
Key Outputs
<ul style="list-style-type: none"> • Submission of Bi360 to Group for monthly results, half year & quarterly forecasts in line with C&C requirements • Leading the working capital optimisation strategy • Management & approval of weekly cashflow forecasting • Ensure all balance sheet reconciliations are complete with other finance colleagues, resolving any issues • Investigation into key digitalisation projects leading to department efficiencies • Produce, reconcile and payment of all tax areas (excluding employment taxes) and ensuring all returns and compliance needs are met (including all excise duty requirements) • Lead the audit relationship with EY • Production of year end statutory accounts and commentary in accordance with C&C requirements • Supporting other teams to a technical accounting solution • Maintenance of the MCB tax strategy including preparation of annual tax pack information for tax advisers • Drive continuous improvement in MC financial processes to ensure compliance and control whilst maximising a commercial benefit to the MC business • Responsible for monitoring any changes to IFRS and the possible impact on MC • Authorised signatory of Accounts Payables BACS payments and unlimited authorisation within Barclays.net • Provide day to day coaching & management of the Financial Accountants and Analysts • Support Financial Controller and the wider finance leadership team in any other work throughout the year

Experience / Qualifications
<ul style="list-style-type: none"> • Qualified ACA accountant • Demonstrable financial accounting and tax experience gained within a multi-entity organisation (2+ Year) • Experience of consolidation accounts • Full clean driving licence required