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| <b>Job Title: Financial Planning &amp; Analysis Accountant</b> | <b>Location: Hunmanby</b>  |
| <b>Department: Finance</b>                                     | <b>Contract: Permanent</b> |
| <b>Reports To: FP&amp;A Manager</b>                            | <b>Direct Report: None</b> |

### 1.0 Job Summary & Role

- Provide key support in the preparation of timely and accurate financial results for the Business. with an understanding of financial metrics that support strategic decision-making.
- Utilise the different data sources in the business group to aid the development of effective dashboards for company stakeholders
- Support the FP&A Manager in various weekly and monthly reports to be shared with Managers, Directors and the Parent Group
- Contribute to month end close tasks
- Support the strategic growth of the Business Group in planning and measuring performance.

### 2.0 Key Responsibilities & Main Duties

- Support the business in the LRP and budget process, including preparing presentations and models where necessary
- Play a key role in the forecast cycles of the business – modelling, preparing and loading into the consolidation software
- Support FP&A Manager with Gross Margin analysis of the Business Group
- Support FP&A Manager & FD with performance analysis of the Business Group
- Drive continuous improvement of Business Group Reports – improving format, speed, and the detail provided
- Prepare monthly executive reports with accuracy and explanation of the results
- Key performance metrics analysis including: Sales revenue, Gross margin, EBITDA, Comparisons (performance vs. prior year, budget and forecast), Primary Working Capital and Cash Flows
- Diving into further sales analysis including customers, products and regions.
- Spot trends and data connections
- Overhead reporting and analysis to support various departments within the business and provide a high-level summary of OPEX spend
- Cash Flow forecasting on a weekly basis
- Weekly KPI reporting and ad-hoc work across the business



### 3.0 Internal & External Relationships

Developing relationships with people in the Finance Team is important as well as building relationships and working with various departments across the company. This role requires the individual to work across different businesses and therefore numerous teams of people; building solid working relationships is pivotal to the role.

The work produced by the FP&A Team will be presented to and used by leaders of the Business Group so building relationships at this level is also important.

### 4.0 Key Performance Indicators

Preparation of regular reports for the Business Group

Explanation of results

Data Analysis, dashboards and presentation of data.

### 5.0 Essential/Desirable Factors

| Knowledge   |  |
|---|--|
| Essential: <ul style="list-style-type: none"> <li>• Understanding P&amp;L, profitability analysis and financial metrics</li> <li>• Financial analysis+</li> <li>• Fast pace working environment</li> </ul>  | Desirable: <ul style="list-style-type: none"> <li>• Forecasting &amp; budgeting</li> <li>• Data analytics (eg Power BI)</li> </ul> |
| Skills & Attributes   |  |
| Essential: <ul style="list-style-type: none"> <li>• Analytical and problem solving skills, with proficiency in financial modelling and forecasting</li> <li>• Dedicated team player who will enthusiastically support the wider team on executing joint projects</li> <li>• Excel &amp; Powerpoint skills</li> <li>• Ability to converse with people from across the business.</li> <li>• Attention to detail</li> <li>• Willingness to travel</li> </ul> | Desirable: <ul style="list-style-type: none"> <li>• Presentation skills</li> </ul>   |
| Experience  |  |
| Essential: <ul style="list-style-type: none"> <li>• Financial reporting</li> </ul>  | Desirable: <ul style="list-style-type: none"> <li>• Bridge analysis experience</li> </ul>  |



## JOB DESCRIPTION & PERSON SPECIFICATION



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|--|---|
| <ul style="list-style-type: none"> <li>• KPI reporting</li> <li>• Financial Analysis</li> <li>• Reconciliation of management accounts to management reports</li> <li>• At least 3 years experience in a similar role with a focus on reporting and analysing large datasets</li> </ul> | <ul style="list-style-type: none"> <li>• US GAAP Reporting / working for a US owned company.</li> <li>• Working in a manufacturing company</li> </ul> |
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### Qualifications

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|---|-------------------|
| <p>Essential:</p> <ul style="list-style-type: none"> <li>• Qualified(CIMA, ACCA, ACA or equivalent).</li> </ul> | <p>Desirable:</p> |
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| <b>Created by</b> | <b>Dated Created</b> |
| Jackie Lord       | 06/9/2024            |

