



JOB DESCRIPTION

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| Job title | Finance Manager |
| Department | Finance |
| Reports to | Head of Finance |
| Salary | Competitive |
| Hours | 40 per week |

About the Company

Our mission is to transform the way people live in cities. With over 16 million possible combinations of gears, colours, handlebars and accessories, we make more than just a bicycle, and we are more than just a bicycle company.

We continue to make the Brompton in West London, where we started in 1975, but our product has travelled far - we now export 80% of our bicycles to 45 countries. In the past 2 years we have invested in a new purpose-built production facility, transformed our digital architecture, opened new flagship stores and had our biggest product launch in company history and we're not stopping there.

To change urban living, we need passionate, innovative and talented people that want to challenge the status quo and make an impact.

The role

We are looking for someone to come in and ensure that the financial processes, controls, and reporting to our shareholder and external stakeholders is top notch. Working closely with the Head of Finance and the other members of the finance team, you will be responsible for ensuring that the finances of the business are accurate, timely, and done in a way that would make us proud.

The person

The occupant should be a perfectionist, who is capable of working in a specialist or technical area of expertise. The person in this role should be organised, thorough, enjoy challenging situations and have the persistence to see a job through to conclusion. Getting things right, attention to detail, ensuring quality and standards are met and reducing error to a minimum are important factors in this position. Researching and gathering facts, working with formulas and to specifications. The successful candidate will be a logical and systematic person, conventional, accurate, shrewd, methodical, dependable, self-starter, serious, probing, objective, self-reliant, and inquisitive by nature.

Competences required for the role should include the ability to:

- Evaluate situations, calculate and reduce risk, justify and defend correctness, give reasons for views and generally provide shrewd judgement in any situation.
- Consider problems as a challenge, collect information relevant to the problem, be disciplined in ascertaining the root cause, identify and develop a practical solution, communicate the findings and implement action to resolve the problem
- Search out errors, rectify omissions, perfect systems and procedures which will ultimately raise the quality and standards of all tasks undertaken.
- Provide practical advice and solutions to problems and ensure that tasks are followed through, loose ends are tied up and the job is completed.

Main duties

- Ensuring high quality financial processes and reporting – you will need to ensure that the processes in place across the business are fit for purpose and meet the requirements of the auditors and comply with ISO standard operating procedures. As the various parts of the business are in different states of maturity, these will necessarily look different and will need to adapt and evolve as those business units develop.
- Internal monthly reporting of the consolidated management accounts – you will need to ensure that the group & business unit reporting is reliable and accurate and have a good understanding of the balances in the balance sheet and the risks / opportunities that exist.
- External reporting – you will be responsible for preparing the Statutory Financial Statements under FRS 102 and drive the external audit for the Group and ensure that local audits are being performed well.
- Financial Transformation – you will assist with the transition to a new ERP system.
- Planning - you'll assist with the preparation of the detailed consolidated 5 year business plan including budget.
- Direct tax – in conjunction with the tax advisors you will need to implement all necessary processes to meet our tax obligations across the group.
- Indirect tax – working with each local financial advisors, you will need to ensure that we are meeting all our VAT/GST obligations in a timely and accurate manner. Including distance selling arrangements for the Ecommerce business unit, and local filings for subsidiaries.
- National statistics surveys – preparation and point of contact for all Office of National Statistics surveys.

Skills and Requirements

- Qualified Accountant (ACA, ACCA).
- Strong experience of preparing consolidated financial statements.
- SQL and advanced excel skills.
- Leadership skills to motivate others to complete a series of tasks, often according to a schedule.
- Interest in manufacturing or cycling and providing business support rather than just reporting the final numbers.
- Excellent communication skills, both written and verbal.
- Background in multi-currency environment.
- Experience of managing stock and all forms of stock accounting.
- 1-3 years in a similar role or from practice.
- An advocate of quality, continual improvement and automation.
- Organised, with the ability to prioritise tasks, manage their own projects and allocate their time according to business objectives.
- Proactive and flexible approach; willing to contribute to the ongoing development of the business.

Job Profile

Brompton utilises Personal Profile Analysis and Psychometric Assessments during the recruitment process to identify the behavior requirements and working styles of our job functions. Below outlines the 4 basic characteristics generally displayed in the working environment. This job profile will allow all candidates to decide if they fit the profile for the role.

Compliance (High C)

- Compliance with corporate values and culture is critical to long-term success.
- Successful candidate will be systematic and precise in this role
- A cautious and carefully considered approach to problem solving is an important role requirement.
- Technical interests, skills and experience are some of the more important characteristics required for this role.

Steadiness (High S)

- This job will best be filled by people who appear calm and self-controlled under most circumstances
- Sincere concern for others and the ability to work comfortably within a team or work-group will strongly favour applicants for this post.
- This job requires the special ability to regularly finish assignments and take tasks through to their natural conclusion.
- Structure, persistence and stability are important components of this job.
- This position, with few exceptions, will provide an environment characterised by security, proven methodology and specialisation.
- Good day-to-day planning capabilities are an essential for this role

Dominance (High D)

- The ability to solve problems and implement appropriate remedial measures would benefit the incumbent.
- An assertive, but not an aggressive, style could be a requirement of this post.
- The ability to set tough goals may be an important role requirement.
- Reacting quickly to change will be viewed in a positive light.

Influence (Low I)

- It will seldom be a requirement for the incumbent to have to create and nurture friendly, possibly superficial, and short-term social relationships.
- Social interaction and the day-to-day application of charm are not important components of this role.
- Being analytical, sceptical and even objectively aloof will be advantageous at times.
- The person in this role will not often be called upon to engage in social and self-promoting activities in this position.
- A communication and presentation style based on hard data and careful analysis will be preferred to one relying more on poise and charismatic influence.

How to Apply

If you feel that you fit within the Brompton team spirit and you can bring talent, innovation and enthusiasm to our workforce then please email your CV and covering letter to the People team, at recruitment@brompton.co.uk. In the subject, please specify the role you are applying for. You are encouraged to submit when ready and not wait until the deadline. Please specify your salary expectations.

Applicants must have the right to work in the United Kingdom.

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company's business.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.