



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Group Financial Controller

REPORTING TO: Chief Financial Officer

RESPONSIBLE FOR: N/A

JOB SUMMARY:

The Group Financial Controller is responsible for the overall financial reporting and controls of the Roots Group. They will be a key part of the team providing accurate operating and performance information on a timely basis as we continue to grow the business.

MAIN DUTIES OF JOB:

Financial and Operational reporting

1. Monthly Management accounts

Role will involve ensuring proper month end close and timetable is followed by the team and prepare monthly management accounts.

2. Calculation of Long term revenue accounting UK and ERP implementation

In order to prepare monthly accounts, you will be responsible for calculating monthly revenue for long term contracts. Part of the role will be to improve the data recording of projects within the ERP system and streamlining the production of revenue workings.

3. Preparation and submission of Quarterly Management accounts for bank reporting

Preparation and submission of the quarterly management information pack for bank reporting purposes.

4. Annual budgeting and forecasting

Improving budgeting and forecasting processes across the group to improve quality of monthly and annual financial reporting.

5. Preparation of monthly sales and revenue reporting global

Preparation of Global Sales order reporting on monthly basis and supporting narrative.

6. Consolidation of MI for group entities

The Roots Group comprises
UK Holdco (Property)
UK (Sales & Manufacturing)
US (Sales)
UAE (Sales)
India (Sales)

This role will require both consolidation of both management and statutory information.



Statutory reporting

1. Annual financial statements audit UK x 2

Provision of information and supporting documentation to UK auditors

2. Consolidation of global financial statements to UK holding companies

FY25 will be the first year of accounting for this Group.

3. Liaison and working with external accountants in UK and overseas

4. Coordination of overseas audits to meet UK timetable.

Management of timetable with overseas entities and auditors to ensure timetable is met.

Other

1. Support to CFO for ad hoc reporting and analysis
2. Consistent use of nominal ledgers and reporting conventions across the group (management accounts and financial accounts) to improve reporting
3. Use of systems to improve reporting and control

OTHER DUTIES:

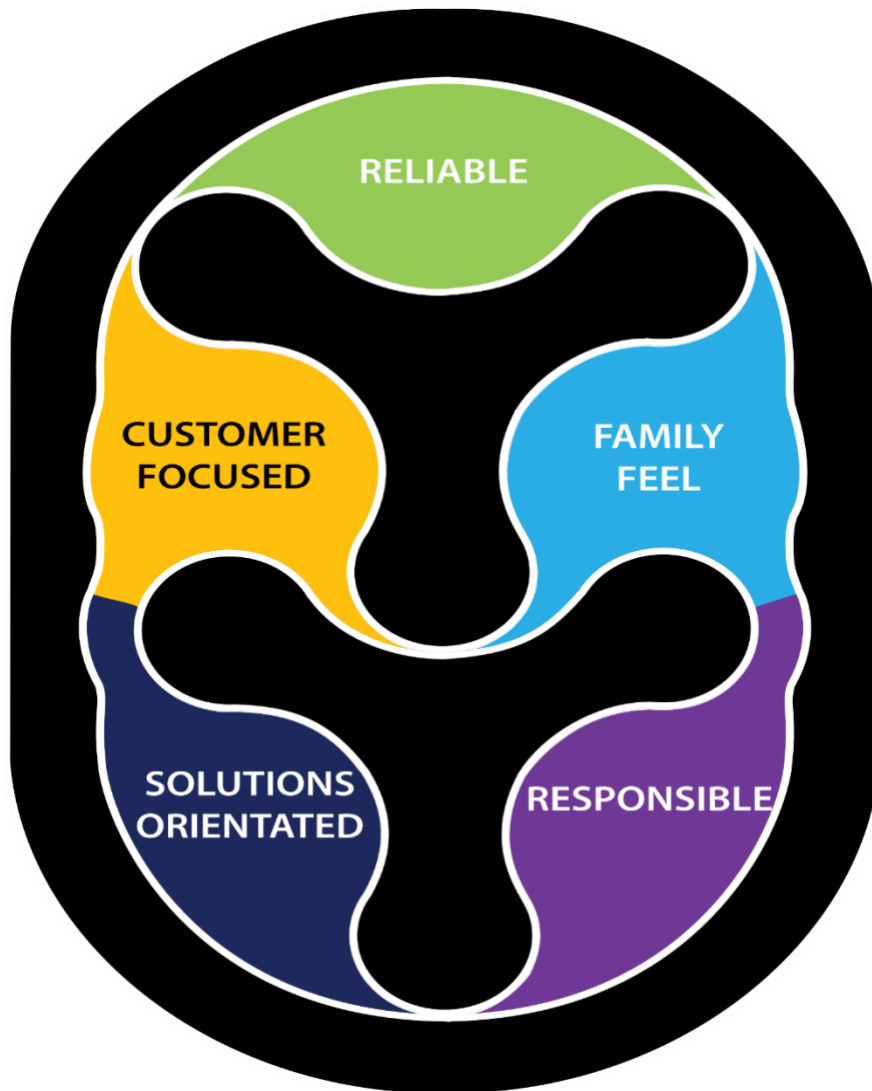
A degree of flexibility is needed and the employee may be required to perform work not specifically referred to above within their skills or abilities.

HEALTH AND SAFETY:

The Company has a Health and Safety Policy which outlines its responsibilities as an employer and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.



COMPANY VALUES:



RELIABLE

Our customers trust us because we manufacture high quality, durable and long-lasting products which continue to deliver value over their lifetime.

CUSTOMER FOCUSED

We operate globally, with local presence across 5 continents. We are committed to supporting our customers from first contact and continually look for opportunities to add value.

FAMILY FEEL

We are proud to be a family business, we want all of our people to feel a sense of inclusion, support and belonging.

SOLUTIONS ORIENTATED

We are experts in the design and assembly of custom packages for challenging environments and work with our customers to deliver the best solution to suit their needs.

RESPONSIBLE

We are resource aware and mindful of full lifecycle costs. We are consciously seeking new applications that support a cleaner, safer, more sustainable future.



Excellent organisational skills with the ability to manage workload with competing priorities and frequent interruptions	E
A self-starter who focuses on generating opportunities and outcomes	E
A positive outlook with the ability to inspire confidence and provide vision	E
Professional with the ability to liaise with stakeholders at all levels	E
Ability to travel to Head Office in Tiverton, Devon on an ad hoc basis	E