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| **RAC ROLE PROFILE** |

**Title: Finance Manager – Costs, Capex, and Financial Planning Reports to: Head of Planning & Reporting**

**Business:** Finance  **Location:** Bristol **Grade:** D

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| **Role Purpose**  Finance Manager (D)  To perform all aspects of financial planning, management accounting and financial control for assigned area of the business  To work with the FP&A team supporting the Head of FP&A and the Consumer Roadside businesses to drive financial management of:   * Consumer roadside payroll * Sales ops cost base * Consumer roadside capital expenditure * All aspects co-ordinating and consolidating financial planning for Consumer Roadside across weekly trade, quarterly forecasts and annual budgets   with key focus on costs accounting and performance tracking and analysis   * Month End P&L and Balance Sheet Account preparation including accruals and prepayments * Provision of high-quality analytical information to support management of operating and capital expenditures, payroll-related costs and sales commissions to targets * Support for quarterly and annual cost projections   Drive the provision of full and accurate financial information, support, guidance, insight and challenge of:   * Internal purchasing and accounting processes to ensure complete and accurate information is delivered as efficiently and effectively as possible * Information processes including extracts from Agresso accounting package, information capture templates and timely, effective outputs   Support the consolidation of Consumer Roadside short term and longer term P&L forecasting:   * Consolidation of P&L forecasts across the business segments of Consumer roadside, ensuring accuracy and high levels of attention to detail * Production of consolidated outputs of P&Ls and KPIs for use both within the CR division and for upward consolidation with Group Finance | **Accountabilities**  Effective and efficient accounting producing, timely and accurate numbers   * Understanding of cost and capex accounting policies, chart of accounts/cost centres/account codes * Maintaining strong reporting controls in a dynamic environment * Understand tax treatments   Deliver effective operation of financial controls   * Perform balance sheet reconciliations and analysis * Requisition and expense checking and first level approval * Review spends by supplier * Reconciliation of key accounts * Timely, accurate month end cut off   Support the Head of FP&A in reporting and financial management of:   * Consumer Roadside P&L, balance sheet, cash outflows * Complete and accurate month end postings * Payroll reporting and tracking with variance analysis vs target   Support the Head of FP&A and Consumer Roadside business with development and maintenance of capex spend trackers and clear communication enabling:   * Short term forward spend projections * Full alignment of spend across teams * Monitoring of project delivery to spend and scope targets vs plans   Support the business area with the preparation of annual budgets and forecasting covering:   * Capex forecast and consolidating * Headcount projections including future changes or re-organisations * Sales ops forecasts including challenge with demand planning team on assumptions that drive cost and efficiency savings from transformation year over year   Support the Head of FP&A with consolidation of forecasts:   * Ownership of the weekly trade consolidation, ensuring high levels of accuracy with a strong attention to detail. Highlighting the causes of main variance week on week * Support the Head of FP&A to consolidate the 3+9F, 6+6F and Annual Budget across consumer roadside. Ensuring accurate modelling of all inputs and checks and controls in place to ensure accurate and robust forecasts.   Provide business area with effective financial insight, analysis and challenge   * Performance analysis and investigate gaps * Support capex spend proposals and business case production   Build and manage effective relationships with multiple stakeholders   * Consumer Finance team * Group Finance team * Sales ops team   Understand the Group Strategy and 5YP, and the specific short and medium term targets | **Qualifications, Skills, Specialist Knowledge & Experience**   * Advanced user of Excel * Qualified/part-qualified accountant * Strong financial Modelling skills * Strong analytical skills * Understanding of relevant commercial disciplines * Good relationship management and influencing skills * Good organisational skills * Ability to assimilate information * Good communications skills – written and verbal | **Competencies & Behaviours**  Need to exhibit behaviours consistent with RAC core values and competencies.  Key competencies:   * Achievement Drive – Level 2 * Commercial Awareness – Level 2 * Judgement & Decision-Making – Level 2 * Interpersonal & Influencing Skills – Level 2 * Continuous Improvement – Level 2 |