

## ROLE PROFILE TEMPLATE

<b>Job Title</b>	Head of Financial Control
<b>Business Unit</b>	WG&S UK
<b>Function/Region</b>	Finance
<b>Location</b>	Hook
<b>Leader</b>	Finance Director
<b>People Leadership</b>	7
<b>Job Level</b>	3B
<b>Role Purpose</b>  To inspire, lead and support the Financial Accounting team as well as the wider Finance and Supply Chain team. Review strategic opportunities, aligning with other functions while implementing and maintaining a strong level of financial control across WG&SUK.	
<b>Accountabilities</b>  Provide inspirational leadership: <ul style="list-style-type: none"> <li>• Lead, motivate and develop the Financial Accounting Team, ensuring a high level of control and service delivery</li> <li>• Build strong working relationships with all stakeholders in order to establish credibility and confidence</li> <li>• Responsible for planning and organising the Finance &amp; Supply Chain teams in order to deliver accurate and efficient month and year end management accounts, ensuring excellent retention of records and audit trails</li> </ul> Maintain robust controls: <ul style="list-style-type: none"> <li>• Responsible for developing, implementing and maintain strong controls across WG&amp;S UK</li> <li>• Monitor and champion Anti-bribery compliance</li> <li>• Lead the optimisation of processes &amp; controls within IFS, proactively sharing best practice across WG&amp;S</li> </ul> Financial expertise: <ul style="list-style-type: none"> <li>• Overall responsibility for Balance Sheet, Cash Flow &amp; Working Capital management, ensuring accurate and timely group reporting</li> <li>• Complete all WG&amp;SUK statutory reporting requirements and ensure compliance with Group accounting standards</li> <li>• Provide strong internal and external financial controls, leading to the delivery of exemplary internal and external audit reports</li> <li>• Take ownership for and proactively seek to simplify and streamline processes within WG&amp;SUK and across WG&amp;S</li> </ul>	

Deliver against budgets:

- Overall responsibility for managing overheads and distribution costs, driving ownership to the cost centre owners and hence preparation of accurate budgets & LE's

Drive ownership and accountability of working capital into the commercial teams while identifying and driving forward working capital efficiencies wherever possible – sharing successes across WG&S.

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**Role specific competencies and skillset \*(FOR INTERNAL USE ONLY):**

**Leading & Supervising**

- Provides others with a clear direction
- Sets appropriate standards of behaviour
- Delegates work appropriately and fairly
- Motivates and empowers others
- Provides staff with development opportunities and coaching
- Recruits staff of a high calibre

**Persuading & Influencing**

- Makes a strong personal impression on others
- Gains clear agreement and commitment from others by persuading, convincing and negotiating
- Promotes ideas on behalf of self or others
- Makes effective use of political processes to influence and persuade others

**Writing and Reporting**

- Writes clearly, succinctly and correctly
- Writes convincingly in an engaging and expressive manner Avoids the unnecessary use of jargon or complicated language
- Writes in a well-structured and logical way
- Structures information to meet the needs and understanding of the intended audience

**Planning and Organising**

- Sets clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Identifies and organises resources needed to accomplish tasks
- Manages time effectively
- Monitors performance against deadlines and milestones

**Delivering Results & Meeting Customer Expectations**

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals

**Adapting and Responding to Change**

- Adapts to changing circumstances
- Accepts new ideas and change initiatives
- Adapts interpersonal style to suit different people or situations
- Shows respect and sensitivity towards cultural and religious differences.
- Deals with ambiguity, making positive use of the opportunities it presents

## Company values



**BE PROUD**  
We are proud of our brands, our heritage, and our commitment to superior quality in our products



**BE RESPONSIBLE**  
We expect every individual and their teams to be accountable and to perform to their full potential



**BE SUSTAINABLE**  
We wish to make a positive contribution to our communities and to our environment



**BE PROFESSIONAL**  
We value integrity, transparency, professionalism and constructive debate within a team working culture



**BE ENTREPRENEURIAL**  
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



**THINK LONG TERM**  
We are proud of our brands, our heritage, and our commitment to superior quality in our products

## Skills, Qualifications and Experience :

### Essential:

- Qualified Accountant (ideally ACA / ACCA) with at least 5 years post qualified work experience.
- Ability to develop, integrate and deliver strong financial controls, particularly around stock/duty accounting and working capital
- Proven experience of establishing credibility with Internal & External Auditors
- Ability to meet month-end, year-end and annual reporting deadlines
- Proven team leader who can set objectives, performance manage a team and develop individuals to achieve their potential