

Job Title	Head of Finance – Guinness Property	Location	Irving Court, Oldham	Job Family	Grade
Reports to	Director of Financial Reporting and MI	Designation	Office	Finance	F2
Overall Purpose: Lead the Guinness Property Finance Team and provide senior financial support and financial management information to the Guinness Property Senior Leadership Team, their budget holders and the Group Finance team in respect of the operations of Guinness Property.					
Responsibilities & Outcomes		Skills / Experience		General Role Expectations	
Key Responsibilities: <ul style="list-style-type: none"> Manage the Guinness Property Finance Team to drive a strong financial management culture through the establishment and maintenance of effective financial controls, insightful financial analysis and management reporting. Provide a full range of finance support to the Guinness Property Senior Leadership Team and their budget holders. Develop the use of the finance systems to ensure a compliant financial control framework is in place, ensuring processing and reporting is in line with internal and external governance requirements and performance measures. Develop the accounting, reporting and budgeting/forecasting processes. Ensure strong financial control and record keeping. Ensure that reconciliations and related financial controls are robust, accurate and timely and provide information required for completion of the financial statements. Anticipate and respond to the financial reporting implications of key business changes, providing meaningful financial analysis and evaluations to enable effective decision making. Drive continuous financial improvement through robust financial analysis, reporting and forecasting. Develop and manage partnering across the GP Finance Team to ensure stakeholders are fully engaged with all aspects of financial management. Key Outcomes: <ul style="list-style-type: none"> Delivery of the optimum framework to ensure maximum financial and business integrity is embedded across Guinness Property. A culture of cost management and control across Guinness Property. High quality financial performance reports and analysis to enable effective decision making and business management by the GP Senior Leadership Team and Board. Strong assurance and compliance ratings from auditors and other external regulators. Delivery of continuous improvements in the quality of financial and management information provided to budget holders, senior managers and Boards. A highly engaged and high performing team culture providing delivery of successful solutions, projects and financial services across Guinness Property. 		Essential: <ul style="list-style-type: none"> Good attention to detail with the ability to move between operational and strategic and to prioritise and manage a varied workload and projects to meet agreed deadlines. Experience of financial management within the construction sector with direct labour or an in house maintenance operation and understanding of key metrics and benchmarks for financial and operational performance. Sets high professional standards and can support and motivate staff to deliver results. Proven track record of achievement in a senior finance role, reporting and contributing to a Senior Leadership Team and managing a team in a large and complex organisation. Proven experience of developing and delivering effective budgetary and financial management and control frameworks. Experience of organisation of month end management accounting processes with tight timescales. Experience of enacting business change through delivering a business partnering service. Knowledge and experience in driving improvements in data and information quality. Excellent Microsoft Office skills, highly proficient in excel and experience of using finance systems. Demonstrates the Guinness Behaviours. Demonstrates the Guinness Leadership and Management Standard. Desirable: <ul style="list-style-type: none"> Experience of using complex financial and operational systems to deliver continuous improvement. Commercial management experience. Proficient in Power Query. 		<p><i>These are the requirements for roles at Grade F. There may be certain headings against which the requirements of individual roles are higher or lower. Your manager will advise if this is the case.</i></p> <p>Accountability:</p> <ul style="list-style-type: none"> Interprets strategic direction and sets policy and goals across area of responsibility. Leads or is involved in long-term business planning. Accountable for overall direction of multiple, large, complex functions or projects which may contain significant scope, ambiguity, risk and diversity. <p>People Skills:</p> <ul style="list-style-type: none"> Provides leadership, direction and education to management within a significant part of the organisation or across multiple/large teams. Establishes and sustains internal/external and industry relationships. Sets or contributes to the strategic direction, goals and values for the employment experience. Demonstrates comprehensive understanding and application of all relevant policies, procedures and frameworks. <p>Impact & Influence:</p> <ul style="list-style-type: none"> Decisions have a major impact on key organisational results. Actions will impact both internal and external parties, across boundaries and within sector. Provides education/guidance to senior colleagues/industry contacts and acts as a role model. <p>Thinking Challenge:</p> <ul style="list-style-type: none"> Challenges and provides solutions for complex/significant business challenges where no precedents exist. Demonstrates examples of original thinking and thought leadership in own area and fosters knowledge sharing across organisational boundaries. <p>Customer Service:</p> <ul style="list-style-type: none"> Respects and values customers, both internal and external, and demonstrates our commitment to high quality customer service in all that is done. 	
		Qualifications			
		Essential:			
		<ul style="list-style-type: none"> CCAB or CIMA qualified and member. 			
		Other			
		Driving Licence Required	No		
		Mobile working required	Some		
		Evening and weekend working required	Some		

You are also required to undertake any other duties within your capabilities as may be reasonably required.