

Finance Manager - Job Description

Job Title	Finance Manager
Reports to	Publishing Director
Key Relationships	Publishing Director for Highland News & Media Ltd, Finance Consultant for Highland News & Media Ltd, Group Finance Director for Iliffe Media Group Ltd, suppliers, managers, directors, auditors.
Job Purpose	<p>Work as an integral part of the Highland News & Media team, to enable management and statutory accounts to be prepared accurately, on a timely, monthly basis and audited on a yearly basis.</p> <p>Work closely with the PD of Highland News & Media to analyse the performance of the business and actively challenge that performance to drive future profitability and cash flows. Lead financial projects and system changes as and when required.</p> <p>Supervision of finance role in Inverness. Continually improving management information and reviewing processes for further efficiencies. Manage relationships with outsourced suppliers.</p>
Location	Based in Inverness with flexible office / home working.
Primary Role & Main Responsibilities	
Performance	Work with PD and other senior managers to challenge the performance of the business to drive profit growth.
Management Accounting and Reporting	<p>Provide monthly management information and analysis and provide Board commentaries.</p> <p>Ensure financial controls are sufficiently robust across the business Complete reconciliations between the commercial system and underlying general ledger. Ensure debtors and creditors are reconciled on a monthly basis. Ensure reconciliations are in place for accruals, prepayments, payroll and other sundry balance sheet accounts.</p>
Budgeting and Forecasting	<p>Working with the commercial and operational teams annually to prepare the budget.</p> <p>Preparation of regular forecasts to include P&L, balance sheet and cashflow, together with explanation of changes versus budget and prior forecast.</p> <p>Preparation of financial schedules to enable prompt and accurate statutory reporting for Highland News and Media Ltd, to meet requirements of joint venture owners.</p>
Cash Flow	Manage and optimise the cashflow of the business and manage the day to day banking facility. Manage payment schedules and provide a weekly cash flow forecast to the Finance Director.

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Team Management	<p>Develop and mentor finance team member and ensure that roles and duties are adequately covered at all times.</p> <p>Manage the relationship with the outsourced credit control partner and legal team to ensure prompt collection of debts.</p> <p>Ensure financial controls are sufficiently robust across the business. Complete reconciliations between the commercial system and underlying general ledger. Ensure debtors and creditors are reconciled on a monthly basis. Ensure reconciliations are in place for accruals prepayments, payroll and other sundry balance sheet accounts.</p>
Projects and Meetings	<p>Take ownership of financial projects in order to streamline the financial systems and processes efficiently across the business.</p> <p>Attend meetings in all parts of the business as and when required and be prepared to attend meetings across the wider Group.</p>