

JOB DESCRIPTION

1 - Job title

Finance Manager - Farmvet Systems

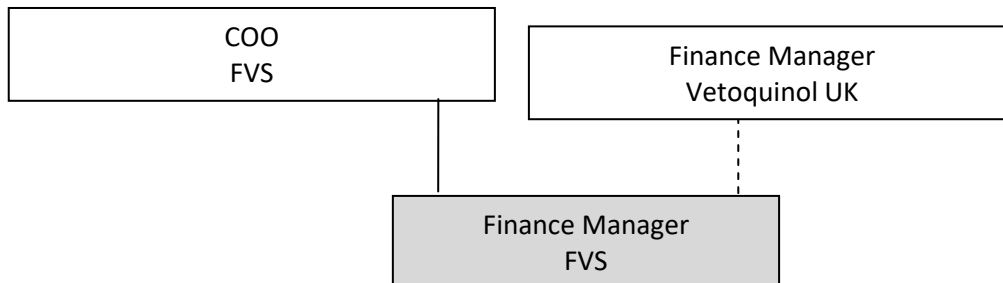
2 – Position/ situation

Territory:	UK (Northern Ireland)
Affiliate:	Farmvet Systems
Department:	Finance

3 - Place in the organisation

Internally: Reports to the COO and manages the Finance function of the business. Reports functionally to the Vetoquinol UK & ROI Finance Manager. Works closely with the Office Manager, Sales Team and Support Team. Works closely with the Vetoquinol UK & ROI Finance Team and other Vetoquinol Group Finance colleagues.

Externally: Close liaison with customers, suppliers, accountants, tax authorities and bankers, as appropriate.



4 - Role purpose

Manage the company’s financial activities in accordance with the Company strategy and with Group guidelines, to achieve the defined goals. Ensure the financial reporting system is robust, insightful financial analysis is provided as and when appropriate and that the company’s financial obligations are met. Liaises closely with our Group tax manager to ensure consistency of our international invoicing (to customers) and re-invoicing (from Vetoquinol subsidiaries) with regards to the Group tax policy and obligations.

5 - Missions of the position

Mission n°1

Key word(s): Financial Reporting:

Produce the monthly management accounts in the format required for Group submission, in accordance with Group reporting deadlines, within the framework of the objectives defined by Management and in observance of local accounting regulations. Submission of other timely and accurate financial reports including VAT returns. Liaise with external accountants to ensure annual accounts/ tax/ payroll are all submitted on time and in an accurate manner. Ensure the financial controls & systems within the business are sufficiently robust to minimise risk to an appropriate level.

Delegation: Validated by the COO/ VTQ Finance Manager/ Group Finance

Mission n°2

Key word(s): Staff Expenses

Develop and closely control the staff expenses system such that expense claims are made in line with company & group policies and in accordance with local tax regulations, highlighting any points of contention or risk to the COO. Ensuring VAT claims on expenses are maximised, in accordance with local tax regulations. Control of P11D form submissions and monitoring of P11D information throughout the year. Provision of financial input to key business decisions regarding staff benefits/ expenses etc.

Delegation: Validated by the COO/ VTQ Finance Manager

Mission n°3

Key word(s): Invoicing & Revenue Recognition

Supervision and close control of customer invoicing ensuring subscription & development income is recognised appropriately on a monthly basis in line with local GAAP rules. Ensuring intercompany invoicing around cost recharges and income recharges are made in line with group guidelines/ VAT regulations and are submitted on a timely basis. Financial control/ approval over any discounting made by the KAM/ BDM/ COO from the standard company pricing, ensuring policies are applied fairly & consistently. Ensuring invoices/ discount are approved at the correct level of the business & a robust system put in place to monitor this. Ensure that non-UK customer invoices are designated in the correct currency and have the correct VAT treatment.

Delegation: Validated by the COO

Mission n°4

Key word(s): Group Requirements & Business Analysis:

Responsible for the budgetary and forecasting control systems and providing management with accurate financial information and tools for planning, forecasting and controlling of costs. Prepare, monitor and report on internal budgets and maintain an accurate sales & OPEX forecast through the year by liaising with internal and external stakeholders. Preparation of and participation in the quarterly performance review process, providing financial insight into performance and forecasts. Additional business analysis as required by the COO or group colleagues.

Delegation: Working with COO, group finance colleagues and internal commercial teams

Mission n°5

Key word(s): Purchase Ledger & Cash Flow:

Monitor supplier invoicing requirement throughout the year ensuring that invoices are processed promptly, recorded in the correct period and payments set up for CEO authorisation, in line with supplier payment terms. Maintain an ongoing cash flow forecast & liaise with the COO and Group colleagues regarding the cash flow requirements of the business. Investigate methods of improving the company's cash flow such as looking into customer payment methods and supplier payment terms.

Delegation: Validated by COO

Mission n°6

Key word(s): Credit Control

Regular monitoring of customer invoice payments, ensuring that invoices are in paid in line with company terms and allocated correctly on the sales ledger. Investigate credit standing of customers and advise on credit facilities. Highlight risks to Country Manager as appropriate.

Delegation: Working with customers, internal commercial team and the COO.

Mission n°7

Key word(s): Other Miscellaneous Tasks

Other tasks as appropriate to the role and the business, not specifically limited to finance tasks.

Delegation: Validated by the COO

6 – Required competencies

Knowledge (education or knowledge)		Know how (be able to)		Attitude (Behaviour)	
	N		N		N
Qualified (AAT, CIMA, ACCA, ACA) management accountant	1	Basic knowledge of the animal health, pharmaceutical or other ethical industry	3	Planning and organisational skills	1
				“Can do” approach to all situations/ able to find solutions	1
Very competent Excel user & Outlook user	2	Control costs/ budget setting and monitoring	1	Accuracy & attention to detail	1
Proficient with Xero and experienced in other accounting systems	2	Problem solve (manage complaints), analyse and interpret data	1	Teamwork & communication skills	2
				High levels of numeracy	1
A good working knowledge of VAT regulations	1	Continuously drive improvements	2	Commercially minded	1
				Confidence	2
Experience of working within a Group-Affiliate structure	1	Ability to confidently explain Finance issues clearly to non-finance personnel	1	Commitment	1
				Ability to meet deadlines	1
Experience working within an SME type business	1			Reflect the company values of “Trust”, “Dare” & “Collaborate”	2

N = 1 Essential, immediately necessary competency for the position

N = 2 Important, can be acquired later

N = 3 Desirable, can be acquired later

7 – Specific conditions to do the job

Head office based in Moneymore (Northern Ireland). Willingness to travel occasionally both nationally and internationally (likely to VTQ UK & France).

Signed: Dated: