

## JOB DESCRIPTION

**Job Title: Finance Manager**

**Department: Finance**

### Responsibilities

- Build credibility with the Executive team
- Build, control, manage and improve performance of the finance function
- Oversee the day to day activities of the finance function
- Be a fully 'hands-on' Finance Manager whilst also offering commercial experience and effective business partnering to the owners, buyers and sales function.
- Focus on ensuring that the financial information/control framework is sufficiently robust
- Ownership and development for the provision of all management information to the Executive team and other internal stakeholders;
- Develop project-tracking framework aligned to cash flow forecasting
- Work with the Executive team to drive the strategic direction. Always seeking to maximise Profit & Cash generation;
- Work with the executive team to raise finance and play a leading role in all investment decisions
- Overseeing production of statutory year end accounts;
- Liaison with external advisors, including investors, lawyers and auditors.
- Become the escalation point for customers on all finance-related issues internally within AC Group and externally for the customers and suppliers
- Structured approach to managing and coaching the finance team
- Part of the leadership team setting strategy for the total business going forward
- Monthly Sales and COS postings from booking system to Sage
- Monthly Trade debtors and creditors reconciliations on Sage
- Monthly calculation and posting of prepayments, accruals, interest payable, depreciation and amortization
- Maintaining current financial systems, processes and internal controls
- Cash Management and CF forecasting
- Check the monthly Payrolls and setting up timely payments accordingly
- FX management – Monthly monitoring and adjusting FX rates accordingly and calculate gains/loss
- Month-end and reconciliations of all banks and CC/VCCs
- Credit Control management - assisting the Group Credit Controller(s)
- Credit Risk - Agents credit terms and financial review of clients – assisting the Group Credit Controller(s)
- Manage the Accounts Payable team and processes
- Take responsibility for controlling overheads, corporate cards and other expenses
- Manage override commissions, kickbacks and other income streams
- Managing a team of at least nine direct reports

### Skills & Experience required

The position will suit an ambitious and experienced finance manager looking for growth opportunities within a fast-growing business. The ideal candidate will be result driven with at least 5 years' managerial experience and has the ability to manage processes and internal control systems designed to report on the financial performance of the company. The following skills and experience will be required:

- Previous experience of using Sage Accounts
- Advanced IT and MS office with outstanding data manipulation techniques using Excel and knowledge of MS Power Bi preferred
- Proven ability to create customised reports to assess performance and KPIs of individual Divisions and the Group
- Proven Cash Flow management experience of at least 3 years
- Qualified Accountant with at least 3 years Post-Qualified experience – ACCA or ACA preferred
- Experience in managing team of 7 or more
- French accounts experience and French speaker preferred
- Ability to work under pressure and multitask to meet strict deadlines in a very fast paced environment
- High attention to detail, accuracy and precision
- Motivational and inspirational leader
- Ambitious, motivated by results and has a hunger to succeed
- Attention to detail, accuracy and precision
- Work in a fast paced ever changing environment
- Experience of working in a DMC/Wholesale B2B environment
- Experience needs to be demonstrated of knowledge of wholesale, luxury and incentive travel

**To Apply:** Please send through your updated CV and brief cover letter to [jobs@acgroup.travel](mailto:jobs@acgroup.travel)...