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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Commercial Finance Manager | Department | Commercial Finance |
| Function | Finance | Site | All UK sites |

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| SECTION 2 – JOB SUMMARY |
| Reporting to the Head of Controlling, the Commercial Finance Manager manages the Commercial Finance Team, with 2 direct reports - Commercial Finance Analyst x2.  The role provides influential insight to the business, partnering with senior business leaders, primarily UK Sales Director, UK Finance Director, Heads of Marketing and Heads of Finance. The position supports and influences the business to make well informed decisions, driving topline revenue and bottom-line EBITDA.  The role is a pivotal contact for unlocking operating efficiencies, driving process improvements and challenging both the Finance team and the business to make improvements.  The role holder needs to have experience in leading people, project management and profit initiatives, preferably within an FMCG company with strong brands, operating in multiple categories and should have the energy and drive required to lead a high performing team.  The role guides the business to making effective commercial decisions based on robust data, thereby providing competitive advantage to the business, through greater understanding of our data, driving sales and margin improvement.  Position will complete miscellaneous projects as assigned. |

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| SECTION 3:  Role Accountabilities | Supporting Activities | % Time on this activity |
| Business Reporting | * Attend regular meetings as representative of Finance function i) CMBR’s ii) Weekly Trading * Manage an aligned costing process for the UK, from procurement data, to cost calculation, through to invoice pricing for commodity increases and decreases * Lead the standardisation of process, enhancement of management information and analysis, including but not limited to merging divisional finance structure into functional, simplifying reporting and improving efficiency * Support IBP process including leading Integrated Reconciliation stage * Control the preparation, analysis and commentary relating to key sales performance indicators, including monthly presentation of financial results to UK Executive leadership team * Lead on the development and improvement of business models in conjunction with the finance team i.e. EBITDA by Brand / factory * Create scenario models, offering insight and clear recommendations. Drive simplification and automation of financial modelling. * Build strong relationships, trust, and credibility with senior stakeholders, acting as the financial advocate and providing guidance on profitability improvements * Collaborate as a proactive Business Partner with the Marketing team, understanding and improving reporting for Marketing & Advertising ROI * Collaborate with Finance department heads to ensure accurate, and timely data is fed into C&PF team, supporting the automation of processes where possible, while maintaining financial integrity | 35% |
| Budget & Forecast Reporting | * Lead "bottom up" Commercial budgeting alongside Sales Director, as well as forecasting processes - annually and quarterly - presenting to exec and group * Detailed challenge and review of budgets and forecasts with Sales controllers and Sales Director * Lead 3 year financial planning, designing model and driving assumptions * Strategic input into the direction of the UK business * Maintain "short term" forecasts * Decision support - scenario analysis and what ifs * Risks and Opportunities tracking from inception to delivery, and post implementation * Develop then lead monthly financial planning and analysis sessions with Sales Controllers to provide accurate forecast for use in CMBR meetings. | 35% |
| Systems | * Support the successful development and embedding of the new sales forecasting system, ensuring the tool can be utilised by commercial finance for effective reporting and business planning * Lead the automation of regular reports through the development of a B.I environment, challenge other business functions to deliver resources needed | 20% |
| Training & Performance Management | * Develop financial acumen within direct team and non-financial colleagues * Develop and nurture strong relationships with internal stakeholders / customers and generate insight to support and where necessary, challenge proposed procurement strategies * Build and drive personal development plan in conjunction with line manager | 10% |

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| SECTION 4:  Technical/ Other Competencies | Description |
| Execution Skills/ Project Management | Ability to complete assigned goals and priorities of varying complexities. Experience of managing multiple tasks, completing priorities and conflicts; producing value added results, both as part of a team and individually |
| Communication, Influencing, Persuasion | Oral, written communication skills; able to address both small and larger groups; senior management presentation experience; ability to influence, persuade, convince and align stakeholders to ideas and direction |
| Problem Solving Approach & Methodology | Experience with problem solving situations; includes approaches used, tools, tactics used; managing for effective outcomes |
| Analysis Skills | Advanced Excel, ability to consider a situation and propose methods to understand it more effectively through data and numbers |
| Strategy Development, Innovation, Invention | Ability to use multiple inputs to establish direction; ability to set a pathway and establish a plan to achieve; critical thinking and creativeness to invent or re-engineer approaches; innovative, out-of-box thinking |
| Initiative/ Intuition & Entrepreneurial skills | Ability to independently evaluate, assess and initiate action; recognition of positive and negative impacts of actions, decisions other market forces on business and people; application of ideas and insight into daily work practice |
| Data, Process Analysis, Opportunity Assessment | Identification and quantification of business improvement, cost reduction and value add opportunities; includes utilization of tools, tactics and resources to leverage data; structure, framework and process to develop and propose opportunities |
| Continuous Improvement | Experience identifying, leading and managing continuous improvement efforts; structuring successful supplier relationships; addressing corrective action efforts; exposure to quality/ improvement philosophies and relevant applications |
| Relationship Management/ Collaboration | Developing trust from stakeholders and suppliers. Aligning people behind ideas and concepts; influencing and achieving outcomes through other groups. Resourcefulness, relationship development, tool utilization, and experiences of working with others to accomplish objectives through other groups. Resourcefulness, relationship development, tool utilization and experiences of working with others to accomplish objectives; proactively seek others for feedback, interest; sharing knowledge; inclusion and involvement |

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| SECTION 5:  Interpersonal Contacts | | | |
| Internal Contacts | All departments at levels of management | Finance Teams across the business. Cross functional supply chain teams. | Daily |
| External Contacts | Data and Finance institutions | Understand market trends (food and commodity) | Daily |

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| SECTION 6:  Hain Daniels Values | |
| Ambition and Energy  “Reach For The Stars” | * Do the best you can every day * Sets challenging objectives * Creates focus to achieve objectives * Demonstrates a Can Do attitude * Is proactive and looks ahead * Uses initiative to develop own skills * Challenges self to go outside own comfort zone * Celebrates success amongst team colleagues |
| Collaboration  “Teamwork makes the Dream Work” | * Engages others in a common goal * Works together towards shared goals * Encourages input from others * Seeks to understand others’ priorities * Breaks down cross-functional barriers * Encourages visibility/knowledge of our sites * Shows empathy with people in all divisions * Builds relationships across divisions/teams |
| Honest Open Communication  “Keeps it clear, transparent and real” | * Keeps communication simple * Explains the ‘Why’ as well as the ‘What’ * Communicates key messages in a timely manner * Listens actively to others * Welcomes honest communication * Provides constructive, non-emotive feedback * Is prepared to have a difficult conversation * Treats private issues confidentially |
| Innovation  “Create the future” | * Challenges the status quo * Seeks better ways of doing things * Researches new ideas and solutions * Pushes the boundaries * Encourages people to share ideas * Creates engagement to implement new ideas * Empowers others to try something new |
| Excellent Quality  “Meet expectations with pride” | * Seeks to understand task requirements * Probes deeper to identify the issues * Keeps own customer front of mind * Applies best practise * Plans major projects with key stakeholders early * Delivers what is required Seeks feedback from key stakeholders * Challenges any shortfalls in quality |
| Versatility  “Wears Many Hats” | * Is willing to change * Is flexible to perform other roles/tasks * Adjusts own approach to the situation * Is open to constructive feedback * Is keen to gain new skills/experience * Expands own comfort zone * Shares own knowledge/experience * Encourages and coaches colleagues |
| Equality  “Respect each other all the time” | * Shows respect to everyone * Treats everyone fairly * Provides equal opportunities for all * Appreciates the value of different experience * Establishes the facts before making decisions * Ensures consistency in policies/procedures/actions * Fosters an inclusive environment |

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| SECTION 6 – CONDITIONS OF ROLE | |
| Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc.) | Home office ideally Histon or Leeds Thorpe Park  Frequent domestic travel between HD UK sites. |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size  (if none put 0) | 3 |
| Commercial Finance Analyst x 1 |
|  | Reports to  (Job Title) | Head Of Controlling, Finance |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
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| SECTION 8 - SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature | Michael Bowen |
| Name |  | Name | Michael Bowen |
| Date |  | Date | 23/04/2024 |