



JOB TITLE: Financial Controller/ Financial Director

LOCATION: Brandon/Wretham (with a requirement to travel to other O.C.O UK sites and some International Travel).

REPORTS TO: Managing Director

RESPONSIBLE FOR: Primary responsibility for planning, implementing, managing, and controlling all financial-related activities of the business, together with IT and ideally HR.
You will provide financial advice and guidance to the company's stakeholders, managers, and staff to enable them to achieve company objectives.

INTERACTS WITH: Directors, Senior Leadership Team, and all other areas across the business

HOURS OF WORK: Primarily 9.00am – 5.30pm Monday to Friday. (37.5 hours p/wk).

DATE OF ISSUE: January 2022

JOB PURPOSE

Reporting to the Managing Director, the job holder will be responsible for management of the Company's day to day financial function, whilst overseeing HR, IT, and insurance. The job holder will take full responsibility in ensuring compliance with accounting and regulatory standards for the preparation of monthly and annual management and statutory information including corporation tax matters. The job holder will contribute to and help deliver the strategic goals of the business, making recommendations to improve efficiencies and processes that maximise our overall profitability.

You will coach, support, and provide feedback to the team to ensure continued development. Pro-actively identify and troubleshoot any team issues as they arise. Motivate, engage, and lead by example across the business.

KEY DUTIES

- Preparation of a monthly management and Board Pack including monthly management information, including site productivity, variance analysis, P&L, and balance sheet analysis and cashflow projections. All with appropriate commentary.
- Bank and cash management ensuring adequate and appropriate facilities, being the main contact for all banking relationships.
- Control of monthly reporting and preparation of annual Budgets, cash flows and KPI's Insurance, risk, and credit management. Assist in monitoring and maintaining adequate and relevant insurance policies.
Consult with the Company Bankers, Asset Funders, and Insurance Brokers
- Lead and provide support with monthly payroll activity and bonus payments. You will also be the main point of contact for the Company's pension service provider and pension queries, whilst ensuring we fulfil our obligations under auto enrolment.
- Be the main contact for external auditors and ensure the Company's financial records are maintained in compliance with regulatory requirements.
- Provide financial oversight and cashflow management of the new plant build program both in UK and



ISO 9001
ISO 14001
OHSAS 18001

Certificate Number 11259

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O.C.O Technology Ltd. Registered in England. Company No: 07247345
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overseas.

- Provide an excellent support service to the O.C.O business, ensuring finance related issues and enquiries are dealt with in a timely and appropriate manner.
- Develop appropriate systems and internal controls and ensure these are monitored and maintained to meet the current and ongoing needs of the business.
- Maintain the Company asset register.
- Consult with the Managing Director on a regular basis to help keep them apprised of current issues, service levels, future opportunities, and projects.
- Ensure that all Company Health & Safety and HR policies and procedures appropriate to the job holder are complied with.
- Proactively and positively contribute to senior management meetings and related activities.
- Assist in the setting and delivering of certain budgets with an initiative-taking approach to ensuring O.C.O is receiving 'best value' from its various suppliers.
- Perform any other duties, such as ad hoc projects, as requested by either the Managing Director or the Board of Directors within the skills and knowledge of the jobholder.

SKILLS / EXPERIENCE

Essential

- ACCA/ACA/CIMA Qualified with a minimum of 3 years working as a Controller/Finance Director
- Have managed a team in a busy environment
- Be commercially aware and have experience of providing leadership and direction
- Have a willingness to be hands on within the role and be part of the team
- Have excellent attention to detail , along with strong IT and systems knowledge, with an in-depth comprehensive understanding of accounting software and Microsoft packages.
- Remains positive, calm, and resilient under pressure, adapting to change
- Builds effective relationships, works well with others, engages with people to form strong relationships
- To be collaborative and flexible, willing to help and assist other colleagues when needed
- Be an effective communicator, articulating any message clearly, listening to others

Desirable

- Knowledge of the Waste/Aggregate/Haulage market.
- Practical knowledge of Capital Allowances/ UK Tax matters
- Experience/understanding of Company Secretarial Matters
- Commercial/Contract negotiation
- Knowledge or previous experience in managing an HR department.
- Knowledge/experience in business Insurance.

Qualifications

Fully qualified ACCA/ACA/CIMA (or equivalent) with 3+ years PQE and a Full UK driving licence