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| **Job Title:** | **Finance Manager** |
| **Location:** | Facilities within Port of Cromarty Firth, travel as required. |
| **Hours:** | 35 hours per week, (9am to 5pm, 1 hour unpaid lunch) additional hours as required to meet the needs of the business.Currently operating under a Hybrid Working Policy. |
| **Holidays:** | 30 days per annum; after the initial 5 years period of continuous employment with the Company, employees receive an additional 4 days annual leave.  |
| **Remuneration:** | 1. Salary: £45,000 - £50,000 per annum
2. Competitive benefits package (including; career average pension scheme)
3. Private Medical Insurance
4. Employee Assistance Programme (EAP)
5. Non-contractual bonus
6. Annual pay review – subject to terms
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| **Post Description:** | Responsible for financial control, accounting, reporting, modelling and budgeting to support the Finance & Business Services Manager. Working within facilities owned and operated by PoCF. |
| **Responsibilities of Post:** | * Maintain accurate financial records and activities
* Day-to-day management of the finance department; staff supervision/appraisals, and identification of training needs
* Assist with internal audits, and the preparation of year end accounts to audited stage including liaison with auditors
* Assist with the preparation of statistical information including but not limited to Maritime Statistics for Department for Transport and National Statistics Returns
* To assist managing insurance policies and insurance claims
* To assist in the preparation of financial reports and forecasts for future business growth including budgets, income statements, balance sheets, tax returns and reports for Government regulatory agencies and financial management reports
* Understand and assist with Construction industry scheme (CIS), crown estate, leases, licenses and compliance
* Assist in the management of banking and corporate financing requirements
* Work with the Business Development and Commercial team to monitor BREXIT implications and compliance
* Understand and monitor customs obligations for temporary storage, including requirements under the new Border Operating Model
* Control of allocated budgets and preparation of associated budgetary bids
* Involvement in Customer/Supplier liaison and Business Development
* To assist with financial projects and financial developments for performance and maintenance of the organisation
* Managing new suppliers to keep in line with IR35 regulations, working with HR on new contractors on a project by project basis
* Oversee payroll, and support pension administration and management, from start to leaver cessation
* To assist in the management and maintenance of financial control systems,

accounting procedures and PoCF finance systems including policies and procedures* To assist in developing plans for team activities to include financial strategy to achieve agreed targets, and effective planning
* Other duties as required from time to time in order to meet the needs of the business
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| **Working Relationships:** | Responsible to the Finance & Business Services Manager, responsible for managing the Finance department |
| **Job Requirements:** | Assisting in the management of the finances for the CompanyInteract and co-operate with the all members of the company, its suppliers and clients/customersSecurity check – Basic Disclosure Scotland  |
| **Working Conditions:** | Working from Port of Cromarty Firth Facilities Flexible approach to work and able to accommodate demands of the business and relevant stakeholders. |
| **Qualifications:** | Chartered AccountantDegree qualified, or equivalent professional certification (certified or working towards CA / ACCA / CIMA qualification) |
| **Essential Qualities:** | 1. Relevant experience in a similar role
2. Experienced financial capability
3. IT literate
4. Excellent communication skills
5. Prioritise work tasks effectively
6. Attention to detail
7. Ability to problem solve
8. Self-motivated
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| **Desirable Qualities:** | Experience in similar all-encompassing rolePeople management experienceCommercially astute & awareness of business developmentGood understanding of financial management obligations (including statutory obligations), requirements and dynamics |