



Finance Department - Financial Reporting

# Assistant Group Finance Manager (Financial Management) Job Description



# Assistant Group Finance Manager (Financial Management)



Your role is to support the Group Finance Manager. You will act as a business partner, leading and managing a small team, with a key focus on financial management, budgeting and cost control. You will provide financial insights and analysis to support decision-making and drive financial performance. The role requires a proactive and collaborative approach with various teams to ensure financial targets are met and identify opportunities for improvements.

## What are the key responsibilities:

- To support the production of high quality and accurate group management accounts including reporting to senior management and Board in accordance with the reporting timetables.
- To produce the monthly management accounts for the operations and central services functions; analysing financial performance against key business metrics and identify trends, risks and opportunities.
- To adopt a business partnering approach to the operations and central services functions providing high quality financial information and advice.
- To support the month-end close process ensuring accuracy and completeness of financial data.
- To support the production of the annual budget for the group.
- To prepare the annual budget for the operations and central services functions.
- To oversee the production of the annual colleague resource budget and monthly colleague establishment monitoring.
- To assist in the development of financial policies and procedures to enhance operational efficiency and work collaboratively across teams to drive process improvement and optimise resource allocation.
- To conduct ad-hoc financial analysis and reporting as needed.
- To provide business continuity for the Assistant Group Finance Manager (Financial Reporting).
- To lead and manage a small high performing team through training and continuous professional development using whg's Performance Management Framework.



# Assistant Group Finance Manager (Financial Management)

## Role Requirements:

- A professional qualification in accountancy (i.e membership of a relevant CCAB body or equivalent).
- Proficient in the use of financial software and Microsoft office products.
- Ability to produce analytical information in a format that can be understood by non-financial colleagues.
- Ability to work independently and manage multiple priorities in a fast-paced environment producing results to a deadline.

- Experience of preparing management accounts information and responding to the needs of budget holders.
- Experience of budget preparation, regular monitoring, forecasting and reporting.
- Ability to work collaboratively with other teams, building rapport and trust through negotiation and discussion.
- Ability to lead and manage a small high performing team.

## Relationships:

- You will report to the Group Finance Manager
- You will be responsible for a Business Cost Analyst and an Assistant Accountant.

## whg's values and behaviours:

- whg has an ambitious aim to be an exceptional place to work that attracts, develops and retains talent. We recognise that our success as a business depends largely on the quality and commitment of our colleagues. The values set out in The Plan identify the behaviours that all colleagues are expected to display.

## Our values



### Trustworthy

You can rely on us.  
We are honest in everything we do.



### Respectful

Valuing people and treating everyone with empathy and fairness.



### Accountable

Taking responsibility for our actions and owning the delivery of our promises.



### Collaborative

Achieving great things by working together.



### Excellent

Striving to be the best and delivering the best outcomes for customers and the organisation.