

Financial Controller

Job Description

Responsible to

Head of Commercial Operations.

Department

Finance.

Hours

Part-time, 24-30 hours per week.

Location

Hybrid/remote with weekly attendance required on Wednesdays at Buttercups House.

Salary

£45000 - £48000 dependant on experience.

About Buttercups Training

Buttercups is a private education provider that generates £11 million of revenue with c200 employees. Buttercups It is a subsidiary of BPP Education Group, who is ultimately owned by TDR Capital.

Based in Nottingham, Buttercups Training is a market-leading training provider, delivering high-quality training for professional qualifications, professional development, and apprenticeships programmes in the specialist area of pharmacy.

Established in 1988, Buttercups is now considered the number one training provider for the UK's leading pharmacy groups, with over 10,000 pharmacy support workers, pharmacy technicians and pharmacists registered on programmes. In addition to the large community pharmacies, they also provide training to independent pharmacies, hospitals, and dispensing doctors, creating significant impact on the UK healthcare workforce.

Purpose of the role

Buttercups are seeking a highly skilled finance manager with the ability to work with internal and external stakeholders.

The role will report into the Head of Commercial Operations at Buttercups on a day-to-day basis, however, will be required to work with the BPP Group Finance team. The candidate is responsible for all financial

www.buttercups.co.uk

email: training@buttercups.co.uk

tel: 0115 9374936

Registered in England & Wales | Company Number 3027611

reporting within Buttercups, both external statutory and internal management reporting to the BPP Education Group. There will also be the requirement to undertake ad hoc project work. This role is ideal for someone who has a broad experience and can support senior leadership team and finance team.

Accountabilities:

Areas of responsibility

- Statutory reporting (UK GAAP).
- Management reporting – monthly, quarterly, annual; production of variance analysis.
- Technical accounting matters – acquisitions, disposals, GAAP changes.
- Manage cash flow forecasting and reporting.
- Manage Finance Team.

Statutory reporting

- Liaise with BPP Education Group to ensure all external reporting requirements are fulfilled.
- Preparation of UK subsidiary accounts (under UK GAAP).
- Planning and implementing the internal statutory reporting timetable to ensure that the Group's UK external reporting timetable can be met.
- Manage the audit process.
- Maintain Group legal entity structure.

Management reporting

- Assist in determining the most appropriate scope and format for all management reporting to BPP.
- Lead and support the preparation of the annual budgeting process and provide quarterly forecasts.
- Identify and report financial trends and variances.
- Regular reporting to group which supports the management to identify future growth opportunities.
- Prepare and post finance journals.
- Prepare ad-hoc financial reports and scenario planning as required.
- Assist in the development and implantation of the company's strategic plans.
- Review balance sheet reconciliations provided by the management accountants in preparation for monthly review.
- Ownership of fixed assets registers and reporting.

Cash flow reporting.

- Management of cash flow forecasts and reporting of actual performance.

Internal Financial Control

- Assist in determining appropriate Group accounting policies and ensure that these are applied consistently.
- Support the development of internal controls and processes.
- Prepare papers for Audit Committee meetings and support with reporting at Board and governance meetings.

Other Key Areas

- Keep up to date with technical developments, especially in relation to UK and International GAAP.
- Ad-hoc projects as required.

Direct Reports

This role has 2 direct reports – The Assistant Accountant and Financial Analysis Assistant, with the Assistant Accountant managing the purchase ledger team.

Person Specification

Essential Skills

- Senior level accounting experience.
- ACA/ACCA/CIMA qualified.
- Strong technical accounting knowledge and experience of dealing with complex accounting issues.
- Proven track record in a Finance Manager or similar role.
- Exceptional consolidation skills and ability to apply accounting standards.
- Strong working knowledge of IFRS and UK GAAP.
- Strong Excel skills.
- Effective communication and relationship building skills across the Group.
- The ability to work well under pressure and meet tight deadlines, with changing priorities.
- Being a proactive problem solver.
- Experience of managing a team
- This role will require the successful incumbent to undergo a credit check.

Desirable Skills

- Experience of working in the education sector in a similar role.

Role reviewed by CEO. August 2024.