

Job title: Head of Finance

Department: Finance

Location: London

Reporting to: Chief Financial and Operating Officer (CFO/COO)

Job Purpose:

Considering our recent growth and the strategic opportunities unfolding for the Practice, there is a requirement to replace the Finance Manager position with a Head of Finance. As Head of Finance, you will oversee a Finance team of five, reporting directly to the Chief Financial & Operating Officer. Your responsibilities will include managing financial reporting for the Practice, actively contributing to the development of short-, medium-, and long-term financial strategies, and maintaining regular collaboration with our Senior Management Team.

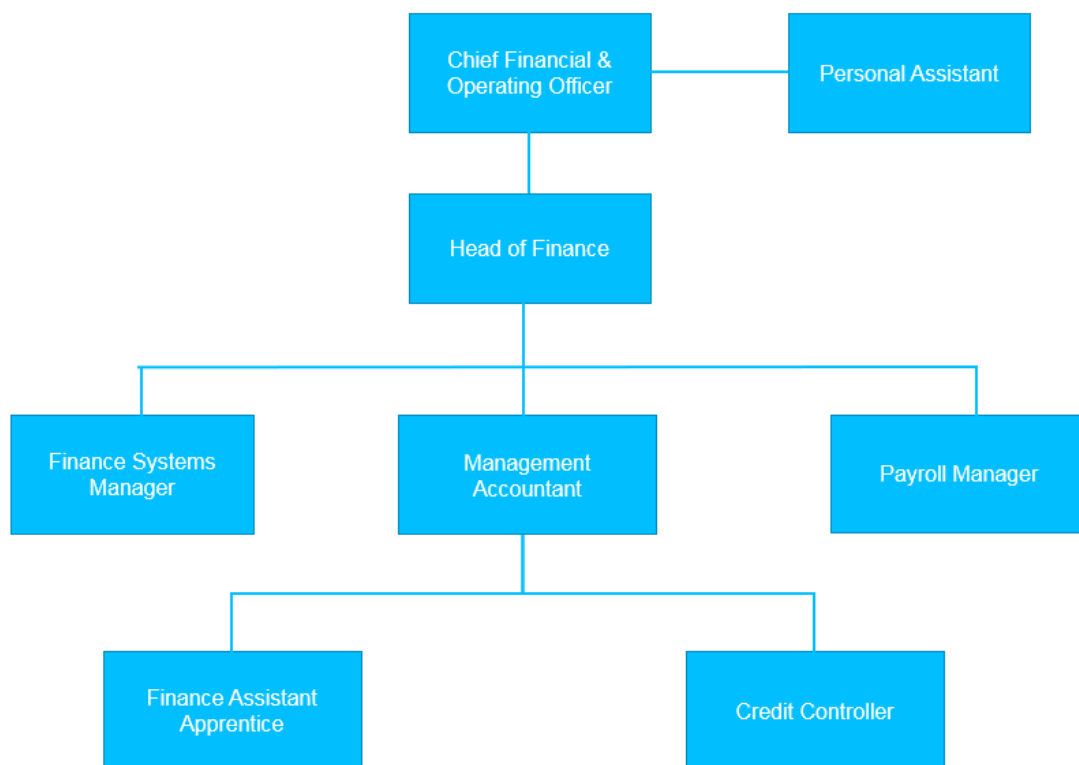
Key responsibilities and accountabilities:

- Management of a 5-person internal Finance team to ensure the timely preparation of all monthly financial and management reports
- Analysis of the monthly actuals against budgets, forecasts and prior periods and preparation of financial commentary for review and discussion amongst the senior leadership team
- Preparation of the annual Practice budget/forecasts and performing the bi-annual budget review
- Preparation of the annual group statutory financial statements and managing the year end audit process
- Ensuring the accurate completion of all HMRC tax reporting requirements including annual LLP and Corporation tax returns, quarterly UK VAT returns, annual P11Ds and PAYE Settlement Agreement (PSA) calculations within the required deadlines
- Presentation of financial updates in divisional and all staff meetings
- In collaboration with the Payroll Manager and People & Culture Team, ensure the smooth running of the monthly payroll process whilst improving the payroll process and developing the payroll software to best meet the needs of the Practice
- Act as Business Partner to the fee-earning studios and other support functions to guide company strategy from a financial perspective. This includes, but may not be limited to, being the financial representative on the Operations Board, Modern Slavery Steering Committee and Finance Strategic Imperatives Group
- Preparation of LLP members annual drawing statements and management of the monthly drawing process
- Liaise with external advisors to manage and coordinate the tax affairs for LLP members and be the go-to person for all LLP member finance related matters
- In collaboration with the Financial Systems Manager, proactively drive improvement and automation of financial processes and systems
- Facilitating Mergers and Acquisitions by supporting the CFO/COO in due diligence and financial integration processes
- Mentoring and developing the finance team members through 1-2-1 meetings, performance management and creating personal development plans

Qualifications, experience, and skills:

- Qualified accountant
- Statutory accounting & audit experience
- M&A due diligence / integration
- Inspires confidence in LLP members, job runners and the finance team
- Strong interpersonal skills and the ability to communicate effectively
- Ability to review and continuously improve processes and systems
- Can effectively showcase an in-depth comprehension of the business and financial complexities that emerge within a project-centric environment
- Strong IT skills, in particular Excel

Finance Team Structure:



If you would like to apply for this role, please send your CV to Careers@tpbennett.com