



Reporting and Forecasting Manager

job description



the finer details

Which site am I based at?

Acorn House

Which team am I a part of?

Finance

Who do I report to?

Head of Finance

Who do I look after?

tbc

Do you have a responsibility for a budget?

No

the purpose of your role

Yeo Valley Production aims to Nurture & Nourish People & Planet by Making Great Food the Right Way. Forever.

Support the Forecasting and Reporting with responsibility for the group management reporting and forecasting including financial and impact measures.

Completion of reporting and forecasting to ensure impact and finance reporting are reviewed and assessed alongside each other and the interaction between the two is understood.

Key responsibilities:

- ♥ Responsible for consolidated monthly performance reporting and understanding the individual entity reporting
- ♥ Be responsible for cash forecasting short and long term identifying cash risks and opportunities and work with wider business stakeholders to deliver on these
- ♥ Work closely with the finance business partners and the business to ensure weekly and monthly reporting continue to align to our strategic priorities and drive the right decisions and behaviours. To also drive efficiencies into our reporting and forecasting process so as much as possible is centralised and completed consistently across the business.
- ♥ To support the Head of Finance in finance project delivery
- ♥ Co-ordinating weekly, monthly and yearly performance reporting
- ♥ Consolidating the Strategic and Operational KPI reporting including all financial and non-financial metrics and working with wider business stakeholders to understand the implications of the reports and associated actions required
- ♥ Organise, co-ordinate and run the annual budget and half yearly forecast process engaging with key business stakeholders highlighting and escalating the impact of changes during the process
- ♥ Co-ordinate the annual refresh of the outer year forecast, liaising with the business owners to ensure understanding of the impact of their assumptions
- ♥ Supporting the continual improvement into the impact reporting to ensure full business accountability and understanding of the key drivers to impact performance

TOGETHER



AMBITIOUS



DISTINCTIVE



TRUSTED

qualifications & experience

Essential:

- ♥ ACA/CIMA/ACCA qualified
- ♥ Excellent communication skills at all levels
- ♥ Experience of working within a fast-paced team environment in a finance environment
- ♥ IT literate with demonstrable Microsoft Office skills, skilled in Excel
- ♥ Able to work flexible hours as required by the role

Desirable:

- ♥ Experience of FMCG manufacturing
- ♥ Project management
- ♥ Experience with Power BI, IFS and multiple EPR systems

- ♥ Supporting continual improvement of the monthly rolling forecast process to provide a robust 18 month forecast, providing first level commentary on the cause of movements and risks and opportunities to the forecast.
- ♥ Work closely with the financial integrity team to streamline month end reporting processes and ensure consistency in approach across the business units.
- ♥ Provide cover for the financial integrity team where required
- ♥ Responsible for capital project reporting
- ♥ Provide business partnering support to select Central Departments; ensuring accuracy of historical and forward looking Central Overhead data, providing analysis regarding trends and variances, providing challenge and ideas regarding areas for cost saving opportunities. Prepare monthly overhead analysis and supporting schedules for allocated areas. Support budget holders with development of budgets and forecasts and review monthly performance with them to ensure accuracy and completeness of management information in line with reporting timetable.

what good looks like for this role

Finance Position

Level – 3

Understand the impact of business decisions on our P&L, balance sheet and cash flow.

Governance & Risk Management

Level – 3

Stewardship of an integrated and effective system of governance, risk management, and internal control to ensure that our operating environment supports sustainable organisational success.

Strategic Decision Support & Economic Evaluation

Level – 3

Production of robust data analysis and investment appraisal techniques to provide timely, accurate and complete insights to support strategic evidence-based decision making.

Forecasting & Budgeting

Level – 3

Oversight of the financial planning process, which translates strategy into achievable targets which outlines the direction of our overall business. Forecasting is dynamic and latest estimates are linked to changes in the business plan and business environment.

Technical Expertise

Level – 3

Knowledge and understanding of, and ensures compliance with, a set of generally accepted accounting principles and any other applicable legislation in the preparation of financial information to ensure that our published results give a true

TOGETHER



AMBITIOUS



DISTINCTIVE



TRUSTED



and fair view of both our performance and by implication management's stewardship of the company's resources. Effective tax and treasury guidance to minimise our liabilities, provide insights for cash management planning and free up cash for the business to use for growth opportunities.

Process Excellence
Level – 3

Ensure process excellence in our ways of working, including transaction processing, query resolution and systems expertise.

HR use



Date of last review:

Job reference no:

Job level: 7S

Job family:

TOGETHER



AMBITIOUS



DISTINCTIVE



TRUSTED