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## Kefron – Group Financial Controller

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**Position Reports to: Finance Director**

### About Kefron

*Kefron is a family owned document and information management company.*

*Kefron is a people business and we are experts in what we do. People like doing business with people who work closely with them to understand their needs. That's why we recognise that our core strength is our people and because of this, our people pride themselves in getting things right.*

**Our Vision:** Our brands in every building

**Our Mission:** To get closer to our customers. See the need, deliver the solution

### Our Values:

- Passion & Pride
- Security & Trust
- Initiative & Ownership

### Job Purpose:

As a member of the Finance Team, you will have full responsibility to ensure the Kefron Group Services finance function delivers professional, efficient, accurate and pro-active support to the Board of Directors and all departments with the Kefron Group.

This role is key to all strategic decisions across the group.

### Key Responsibilities (Key Responsibilities include, but may not be limited to)

- Preparation and presentation of monthly financial reporting information, in line with structured deadlines - to include variance analysis of Profit & Loss, Balance Sheet and Working Capital movements versus Budget/Forecast.
- Contribute to shareholder presentations.
- Provide clear and informative financial, operational & commercial commentary - enabling effective communication of site performance, together with the identification & resolution of critical issues impacting the profitability.
- Act as integral part to 2 management teams.
- Proactive support to the on-going operational efficiency.



- Adopt a continuous improvement approach in order to process efficiencies within Finance Department.
- Design and implement initiatives that enhance finance capability on an on-going basis.
- Delivery of all statutory requirements.
- Delivery of consolidated management accounts by working day 5 every month.
- Participate in / manage finance project work as assigned.

## **Personal Specification**

### **Principal Qualifications Required:**

- Relevant business accounting or finance degree.
- Professional accounting qualification.

### **Training Required (Formal & Informal):**

- Continuing professional development from an accounting body such as ACA or ACCA or similar

### **Work Experience Necessary:**

- 7 years post qualification experience necessary

### **Personal characteristics:**

- A professional and very dynamic person that can adapt to the ever-changing environment of Kefron Group.
- Must be self-motivated and deliver on agreed commitments in a professional and timely manner.
- Ability to multitask between projects and companies within the group
- Must be a team player, yet highly self-driven and ambitious.
- To ensure all employees have the correct knowledge to service all customers easily
- To encourage employees to openly communicate departmental concerns and to action where appropriate.
- Strong organisational skills in order to deliver on external customers' expectations.
- To have the ability to set realistic individual objectives to drive departmental goals.
- Must have excellent financial understanding and have the ability to develop and create budgets.
- High level of proficiency with computer systems, financial and operational

Kefron is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity. If you have a disability or special need that requires accommodation, please let us know.

