

Head of Finance

Salary Banding: £75k to £80,000pa

Location: Maitland House - Southend - On-Sea

Overview:

The Head of Finance will provide strong financial leadership and will be responsible for maintaining and improving robust and reliable financial controls, across the Hood Group.

This is a wide-ranging role that includes responsibility for the delivery of the Group's management accounts, budgets/forecasts and statutory accounts along with the hands-on management of the following teams within the Finance function:

- Management Accounting
- Collections & Payments
- Insurer/IBA Accounting

The Management Accounting team is responsible for the operation and management of the financial and management accounting processes for the Group. This includes initiating and controlling the annual budgeting/planning process and reporting on actual performance versus budgets/plans. The team is also required to provide operational management with detailed analyses of income/expenditure and provide input into monitoring the profitability and cash flows across all areas of the Group's business.

The Collections & Payments team manages the collection of premiums, payment of claims and payment commissions on behalf of the Group and its clients. These are bulk payment and collection processes which require strict adherence to the agreed reconciliation and reporting processes.

The Insurer/IBA Accounting team is responsible for making monthly settlement payments to clients, partners and insurance underwriters. In addition, the team is responsible for maintaining a reconciling a large number of insurer and client bank accounts. Linking into the outputs from the bulk collections and payments processes, this team is involved in maintaining and improving major reconciliation processes.

The Head of Finance is a member of the "Heads Of" senior management team which sits directly under, and reports to, the Board of Hood Group. The role reports to the Group Finance Director.

The successful applicant will be a fully qualified accountant with a proven track record at a senior level within the finance team of a small to medium business. You should be able to demonstrate strong financial acumen and leadership. The hands-on role will suit someone who can combine good communication and people management skills with accuracy, discipline and a keen eye for detail.

Key Responsibilities:

- Manage, develop and improve the financial and commercial processes across the Group – the processes are well established but there is always room for development and improvement.
- Manage the Finance teams, providing strong leadership and direction. Lead by example and maintain strong discipline and control – the detail is important!
- Maintain and improve the reconciliation processes in place around the Collections and Payment processes and related Insurer/IBA Bank Account Reconciliations
- Set annual goals and targets for the Finance team and put in processes to monitor progress versus those.
- Become a key and influential member of the “Heads Of” group providing financial and commercial support and direction to the senior management team.
- Deliver accurate and reliable monthly management accounts and commentaries on a timely basis.
- Manage and develop the Group’s budgeting and forecasting processes.
- Develop strong internal and external relationships with stakeholders and partners in order to enhance the credibility and profile of the Finance function.
- Provide financial analysis and commercial support to operational management to help them assess the viability of future commercial ventures/projects (Bid team involvement).
- Be able to drill down and comment on the profitability of each company, product or service, client and administrative function.
- Participate fully in the Group’s development change management processes – Hood Group is a fast changing business with ambitious growth plan.
- Manage and facilitate the personal development of the department’s staff.
- Any other ad-hoc duties as required

Skills and Experience:

Required:

- Qualified accountant (ACA, FCA, ACCA ACMA) with financial management experience including some experience within a Group finance function.
- Experience in insurance would be viewed as distinctly advantageous but is not a pre-requisite
- Excellent interpersonal skills dealing with individuals at all levels
- Necessary gravitas to manage all external relationships (ie banks, auditors, HMRC etc)
- Ability to communicate with non-Finance managers
- Extensive previous experience of managing and re-engineering financial processes
- Disciplined, organised and methodical with attention to detail.
- Excellent analytical skills coupled with good judgement

- Understand and promote the benefits associated with good planning and forecasting. Hood Group has implemented Adaptive Insights budgeting and forecasting tool so some knowledge of this or similar tools would be advantageous
- Good understanding of banking and treasury matters
- Excellent leadership skills
- Good written and verbal communication skills
- Ability to understand the importance of confidentiality in handling customer personal data

Qualifications

- Minimum of 5 GCSEs at grade C or above or equivalent to include Mathematics and English
- Qualified accountant (ACA, FCA, ACCA ACMA) with financial management experience including some experience within a Group finance function.

Company Values:

- Integrity
- Performance
- Simplicity
- Service Excellence
- Facilitate Development
- Initiative

About Us

The Hood Group is a privately owned business providing insurance solutions for over 30 years to some of the most well respected brands, insurance partners and financial intermediaries. Established in 1983, we came from modest beginnings in the City of London with a small team of passionate people who wanted to help change insurance for the better. We offer our partners an end-to-end service; from product and quote platform design through to sales and retentions. The Hood Group is now one of the largest employers in South East Essex with around 180 staff, award winning services and cutting-edge technology.

We invest in the careers of all our staff, through training, qualifications and by providing a pro-active learning environment. We understand the importance of staff wellbeing and



maintaining a good work/life balance and also provide opportunities such as flexible working and career breaks. There is a Group funded Sports and Social committee, seated acupressure massages, and fitness classes in our onsite Wellbeing studio. On completion of probation we also provide an excellent benefits package that includes life assurance, pension scheme, medical cover, permanent health insurance and much more.