

# HCT GROUP

## JOB DESCRIPTION

### Finance Business Partner

Location: 141 Curtain Road, London; or 137 Parson Street, Bristol

Reports to: Regional Finance Director

#### **PURPOSE OF THE JOB**

- To provide Commercial and Finance Business Support for a selection of regions, depots, entities, including liaising with, and effective challenge of, senior business colleagues. Whilst this role can be based either in London or Bristol, some occasional UK business travel may be required.

#### **MAIN DUTIES**

- To adhere to and promote HCT Group Equal Opportunities Policy both within employment practices and external liaison with outside organisations and individuals.
- Month end reporting - analysing information, challenging the business and preparing a comprehensive report for management on the performance of the business units.
- Preparation of budget and forecast
- Cash Management
- Implementation of financial controls
- Full ownership of the region accounts including Profit and Loss and Balance sheet reconciliations, prepayments, accruals, fixed asset maintenance.
- Holding forecasting meetings with business heads.
- To carry out any other ad hoc duties which may reasonably be requested.

#### **CANDIDATE SPECIFICATION**

- The ideal candidate will be an ambitious, qualified accountant with the ability to think outside of the box.
- Have great communication skills.
- Strong attention to detail with the ability to meet strict reporting deadlines
- Good leadership skills, approachable and self-motivated.
- Prior experience of working in the transport sector would be helpful but is not a pre-requisite

**NOTE;** “HCT” refers to the group of companies that constitute the over-arching organisation, unless otherwise specified.