**Job Specification Template – Finance Manager**

The following sample Finance Manager job description is designed to support your upcoming recruitment needs. This template can be tailored based on the responsibilities, requirements, and benefits of the role you are sourcing for.

Please refer to the comments for more advice on editing each section of the document.

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| **Finance Manager**   |  |  | | --- | --- | | **Location** | City, Country | | **Job type** | Remote / Hybrid / On-site | | **Salary banding** | £XX,XXX - £XX,XXX |  |  |  | | --- | --- | | Job overview | Our company is a recognised leader in our field, driven by innovation and offering excellent opportunities for growth within our dynamic organisation.  Reporting directly to the Finance Director, we are seeking a new Finance Manager to join the team.  As the Finance Manager, you will play a crucial role in overseeing the financial health of the organisation. You will be responsible for developing financial strategies, optimising financial performance, and ensuring compliance with all regulatory requirements. Your expertise will guide our financial decisions and support our long-term business goals.  In this role, you will lead a busy and high-performing team who provide an efficient and effective service in our field. | | **Key responsibilities** | **In this role, you will**:   * Provide in-depth financial analysis and actionable recommendations to support strategic decision-making * Support with identifying trends, opportunities, and potential risks using data-driven insights and financial data * Co-ordinate the annual external audit and any internal audit visit * Lead and mentor a team of finance professionals, ensuring high standards of work and continuous development * Prepare and present comprehensive quarterly financial reports to senior management, including forecasts, budgets, and variance analysis * Drive continuous improvement initiatives to enhance financial processes and operational efficiency. | | **The skills you’ll bring** | * Professional accounting qualification (ICAEW, CIMA, ACCA) * A minimum of 5 years of progressive experience in finance roles. * Proven expertise in profit and loss management. * Exceptional analytical and problem-solving abilities. * Ability to translate complex financial data into clear, actionable insights. * Strong communication and interpersonal skills, with the ability to influence stakeholders at all levels. * Demonstrated capability to manage multiple priorities in a fast-paced environment. * Strong knowledge of IFRS and Financial Reporting * Understanding of financial controls and processes * Experience of Financial forecasting and planning * Experience managing teams * Good working knowledge of an ERP system (SAP preferable). | | **What sets our company apart** | Our company is dedicated to providing a diverse and inclusive work environment where every team member can thrive. We offer a comprehensive benefits package designed to support your overall well-being and professional growth, including:   * Opportunity to earn up to X% annual bonus * Car allowance (£X annually) * Competitive Pension Scheme = we’ll match your contributions up to X% * Flexible working hours * Life Assurance (X times salary) * X days' holiday + bank holidays * Income protection * Flexible benefits scheme, with perks to choose from (including retail discounts, season ticket loans, Cycle To Work Scheme). * Employee Assistance Programme   We are committed to creating a collaborative, dynamic working environment with significant career development opportunities. | | | |