

REDROW HOMES – TRAINEE FINANCE EXECUTIVE

ABOUT REDROW HOMES

Redrow is the UK's fastest growing house builder.

Our purpose is to create a better way for people to live. We care about the quality of homes we build, the people who help us build them, the communities we create and the societies in which we live.

We are looking for high performing people looking to build a career with Redrow. At Redrow you will be part of a business that recognises achievement.

THE ROLE

To produce monthly management accounts and assist the Finance Executive Team Manager, Financial Controller-Group Services and Finance Director-Group Services in providing financial support to the relevant Divisions.

The Job holder will be providing a range of accounting services and information for relevant Redrow Divisions/entities.

1. Financial Management Information

- Produce monthly management accounts and reconciliations for a large Group entity including commentary within the Group parameters and deadlines, accurately reflecting the true and fair position of the relevant entity/Division at that time for review by the Divisional FDs.
- Produce monthly management accounts for smaller Group entities within the Group parameters and deadlines, accurately reflecting the true and fair position of the relevant entities for review.
- To gain a general understanding of the operation of the Finance function.
- Update cashflow forecasts, as appropriate.

2. Accounts Processing and Administration

- To review information and reconciliations prepared by the accounts clerks and to assist with the investigation of reconciling items.
- To produce relevant VAT returns for consolidation.
- To perform a variety of other tasks as requested by the Finance Executive Team Manager, Financial Controller-Group Services and Finance Director-Group Services.

3. Other

- Manage and maintain an effective filing system in a format agreed with the Accountant ensuring that filing is completed on a regular basis, so all records are kept up to date and in a neat and logical order.
- Work in an organised manner and ensure all paperwork is kept accurately filed/stored in a tidy desk/office environment.
- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
- At all times comply with Redrow policies, procedures and instructions.
- Contribute to improving the business and enhancing the reputation of the company by putting forward new ideas and by implementing change when requested to do so.

WORKING RELATIONSHIPS

Effective working relationships are an essential part of daily working life.

The focus in this role is:-

Internal: Colleagues within Group Finance and relevant staff within the Division as required, notably the FD and Commercial department staff.

DECISION MAKING AUTHORITY

To ensure that Group Finance is acting in accordance with Redrow policies and procedures and that any non-compliance is brought to the attention of the FD - Group Services.

These are illustrative duties and the post holder will be expected to become involved in a range of work to enable Group Finance to respond effectively to the requirements of the Redrow Group.