



TRAINEE FINANCE EXECUTIVE



ABOUT THE ROLE

Assist the Finance Executive Team, the Finance Executive Team Managers, Financial Controller - Group Services and Finance Director-Group Services in providing financial support to the relevant Divisions

Reports to: Financial Executive Team Manager – Group Services

Accountable to: Finance Director - Group Services

KEY RESPONSIBILITIES

1. Financial Management Information

- Produce monthly management accounts and reconciliations for one or more Group entity's including key performance summary 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.
- To gain a general understanding of the operation of the Finance function.
- Update cashflow forecasts, as appropriate.
- Co-ordinate Divisional queries

2. Accounts Processing and Administration

- To perform certain calculations for the relevant Division
- To review information and reconciliations prepared by the Management Accounts Clerks and to assist with the investigation of reconciling items.
- To perform regular housekeeping tasks within our systems
- To produce relevant VAT returns for review and consolidation.
- To review manual payments overheads purchase orders to ensure they are coded accurately for the management accounts, have the correct back up and VAT treatment.

- To perform a variety of other tasks as requested by the Finance Executive Team Manager / Financial Controller - Group Services /Finance Director-Group Services.

3. Year End

- Review and interrogate tax computation spreadsheets and tax information packs prepared by Divisions
- Assist the Financial Controller – Group Services in preparing corporation tax returns for submission to HMRC
- Communicate with Redrow's chosen Tax Advisors with relevant queries
- Provide technical support on Corporation tax matters

4. Other

- Manage and maintain an effective filing system in an agreed format 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.

THE PERSON

What kind of person are we looking for?

- Good Communication skills
- Good attention to detail
- Methodical approach
- Enthusiastic with positive attitude
- Ability to work in a team
- Professional manner and keen to continually improve

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.