



Financial Controller Petworth Places

About the Role

We are hiring a Financial Controller to lead our company's accounts department, and manage a small team of finance professionals. The successful candidate will be responsible for evaluating and developing financial strategies, planning and coordinating budgets and analysis of monthly management reports, communicating the finance plans to those involved, and building awareness and positioning for our company's financial growth. The Financial Controller will also work closely with our marketing, sales and operations team to develop a pricing strategy to maximise profits and ROI.

To be considered for this position, you will need an ACCA or ACA qualification. You will also need to have proven experience in running a finance team. High competency in project and stakeholder management is a huge advantage.

The individual in this role will be required to work with the wider management team, and must be able to manage pressures from the business and various stakeholders, prioritising work to ensure effective delivery.

About Petworth Places

Petworth Places is made up of several teams of dedicated people building a destination hospitality and food and beverage business. Our core businesses are located in the beautiful South Downs market town of Petworth, West Sussex, and the historic market town of West Malling in Kent.

Established in 2010, the group comprises a multiple-award-winning food brand, The Hungry Guest (a double winner of UK delicatessen and farm shop of the year), E. Street Bar & Grill, and The Angel Inn (with seven upmarket guest rooms). The group also includes Augustus Brandt, a interiors and antiques business, and Newlands House Gallery, an exciting new gallery and exhibition space. There are also a number of new business units coming online in within the next 2-3 years.

Responsibilities

Involved in all aspects of accounts preparation, including:

- Analysis of monthly management reports with operations teams
- Assist Operations in preparation of annual budgets and performance monitoring
- Analysis and monitoring of Group cash flows
- Responsible for full VAT compliance, reporting and payment
- Responsible for communication with HMRC for all tax matters
- Responsible for communication with pension provider and insurers
- Responsible for communication with third party auditor



- Prepare month end payroll data for submission to third party payroll processor
- Work with Accounts Manager for supplier payments through the bank
- Communication with Troncmaster for restaurants
- Establish and enforce financial control environment across all companies, ensuring full legal and statutory compliance with generally accepted accounting policies and HMRC regulations.
- Support the CEO, finance team and senior management team with implementation of strategies

Detailed Responsibilities

In addition to the responsibilities outlined above, the successful candidate will provide financial support for individual Petworth Places brands as follows:

Financial Management:

- Safeguarding the assets of the organisation at all times
- Timely recording and collection of cash
- Identifying initiatives for revenue enhancement and cost control
- Maintaining financial confidentiality at all times
- Providing accurate and timely information as required
- Being, at all times, a supportive and exemplary ambassador of the Finance Department and Organisation
- Ensure full compliance with HMRC requirements and generally accepted accounting principles and guidelines

Building and Maintenance:

- To highlighting any issues seen on a day to day basis
- To report any faults with any equipment to the appropriate person, in a timely manner
- To be responsible for ensuring that your own office space is kept free from clutter and any confidential materials are suitably stored away and secure
- To be responsible along with colleagues for the security of the building

Marketing:

- To participate fully in any promotions and marketing projects where required
- To represent the brand and company appropriately

Communication:

- To attend meetings when required and participate fully
- To communicate with managers and colleagues in a comprehensive manner

Additional Responsibilities

This document is not intended to be an exhaustive list, and additional responsibilities maybe required as Senior Management team continually develop and grow the business and companies as a whole.



Discretionary Authority

- Support in managing the daily responsibilities of finance team
- Support in monitoring and managing the annual department budgets and ensuring we are tracking and spending accordingly
- Taking appropriate action when any financial discrepancies are identified

Experience and Qualifications

The successful candidate will possess the following:

- Qualified ACCA or ACA
- Previous relevant retail and hospitality industry experience
- Excellent Excel skills
- Excellent working knowledge of Sage

Core Competencies

Accountability

Demonstrates and communicates a high level of ownership and commitment to achieving results, accepting responsibility for behaviour and job-related tasks, and establishes an agreement on how success will be measured.

Communication

Listen, speaks, and writes clearly and concisely, provides useful and timely information to people by choosing the most appropriate method of communication and tailoring the message for the intended audience.

Customer Service Orientation

Establishes mutual expectations with both internal and external customers to ensure satisfaction, going above and beyond to help build a strong relationship. Shows care and timeliness when dealing with any requests, is keen to offer assistance before a request is created.

Planning

Uses effective methods to determine priorities, set goals, and create a plan. This includes the ability to organise oneself to complete routine tasks and prepares daily, weekly, and monthly plans. Is able to establish priorities based on knowledge of the organisation.

Technical Savvy

Shows an understanding of technical products, programs, and their application; stays up to date on current trends and events relating to technology, and understands general business application of IT.

Problem Solving

Takes a systematic approach to solving problems rather than reacting to symptoms, recognises problems quickly and uses good judgment, common sense, and past experience and knowledge to act appropriately and efficiently.



Other Important Traits

Just as important as the technical requirements of the job are the less tangible elements that will help the right candidate achieve outstanding results:

- Interest in food, quality ingredients, and travel
- Interest in heritage, culture, craftsmanship, and artisanal excellence
- Leadership and demonstrable teamwork skills
- Friendly and accommodating, with excellent interpersonal, written and oral communication skills
- A good balance between strategic planning and hands-on delivery
- Creative 'outside of the box' thinking
- Ability to influence at a senior level to secure strategic partnerships
- Diplomacy to have difficult conversations as needed

Key Relationships

Internal:

CEO, Operations Controller, Marketing Manager, People Manager, Restaurant and Retail teams

External:

Third Party Payroll Administrator, HMRC, Relevant Business Partners, Guests/Customers

Benefits

- Competitive salary
- Staff discounts at all group outlets
- Employee Assistance Programme
- Free admission to Gallery exhibitions for employees
- Discounted membership to Newlands House Gallery
- Holiday entitlement of 28 days per annum including Bank Holidays (for full time roles)
- Learning and development opportunities

Location: Petworth, West Sussex

Employment Type: Full Time - Permanent

Salary: Competitive market rate salary

Employer: Petworth Places

To Apply:

Please send your CV and covering letter to recruitment@petworthplaces.com