



FINANCE DIRECTOR

Location: Tewkesbury, Gloucestershire

Reports to: Managing Director

Board Level: Director

COMPANY OVERVIEW

The Cotteswold Group consists of Cotteswold Dairy Ltd and Workman Properties Ltd. Established in 1938, Cotteswold Dairy is one of the UK's leading independent family-owned dairies. The business operates from its Tewkesbury headquarters with distribution depots in Cheltenham, Hereford, Shropshire, North Wales and Hemel.

Being at the heart of a responsible and sustainable dairy community

ROLE PURPOSE

The Finance Director is a key member of the Board, responsible for providing strategic financial leadership, commercial insight and robust governance across the Group. The role leads the finance and IT functions and oversees payroll, ensuring strong financial control and systems that support sustainable growth.

TEAM

- Financial Controller
 - Credit Control Manager
 - Financial Accountant
 - Management Accountant
 - Payroll Officer
 - Accounts Assistant
 - Accounts Payable Administrator
 - Assistant Accountant
 - Assistant Management Accountant
 - Credit Control Administrator x4
 - Credit Control Team Leader
 - Payroll Assistant
- IT Manager
 - IT Technician x2



KEY RESPONSIBILITIES

Strategic & Commercial Leadership

- Act as a strategic advisor to the Managing Director and Board.
- Lead long-term financial planning aligned to business strategy.
- Drive profitability, margin growth and cost discipline.
- Lead financial modelling for strategic initiatives.

Financial Control & Governance

- Overall control of all financial transactions and internal controls.
- Ensure compliance with statutory and regulatory requirements.
- Lead external audit and statutory reporting.
- Maintain company-wide risk register and governance framework.

Budgeting & Reporting

- Lead annual budgeting and rolling forecasts.
- Deliver monthly management accounts and KPI reporting.
- Maintain long-term cash flow forecasting.

Corporate Finance & Risk

- Manage banking relationships and funding structures.
- Oversee capital requirements and treasury.
- Lead insurance negotiations and risk management.

Payroll Oversight

- Oversee payroll ensuring accuracy, compliance and robust controls.
- Ensure payroll systems integrate effectively with finance systems.

Information Technology Leadership

- Develop and own the IT strategy aligned to business growth.
- Oversee ERP, finance systems and business intelligence capability.
- Ensure cybersecurity and data protection compliance.

Leadership & Culture

- Lead and develop high-performing Finance and IT teams.
- Promote accountability, professionalism and continuous improvement.
- Support Team Cotteswold values and culture.



PERSON SPECIFICATION

Education & Qualifications

- Degree educated or equivalent experience.
- Fully qualified accountant (ACA, ACCA, CIMA or equivalent).

Experience

- Significant senior finance leadership experience.
- Experience within high-volume, transaction-based manufacturing environments.
- Experience leading systems and financial transformation.

Personal Attributes

- Commercially astute and strategically minded.
- Strong communicator at Board and operational levels.
- High integrity and professional credibility.

BENEFITS PACKAGE

- Competitive Salary
- Group Personal Pension Scheme
 - 6.5% employee / 7.0% employer via Salary Exchange
- Private Medical Insurance
 - following probation
- Death in service benefit
 - £350,000 after probation
- Enhanced Health & Wellbeing Benefit
 - with Simply Health
- 22 days holiday plus bank holidays
- Cycle to Work Scheme