

# Cotteswold Dairy



<b>Job Title:</b>	Interim Head of Finance
<b>Department:</b>	Management
<b>Base Location:</b>	Tewkesbury
<b>Hours:</b>	40 hours per week (Monday to Friday)
<b>Relationships:</b>	Managers, Internal Departments, Depots
<b>Responsible to:</b>	Finance Director
<b>Responsible for:</b>	Credit Control and Finance Team

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## JOB DESCRIPTION

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service.

### Team Cotteswold:

At Cotteswold Dairy we recognise that we will achieve far greater success working as a team, with empathetic people management and valuing each other, our staff and our customers.

The aim of 'Team Cotteswold' is to give a disciplined and determined effort to value everyone and everything and as a consequence make the Company the first preference for employees and customers alike over the long term.

### The Team Cotteswold Purpose:

Being at the heart of a responsible and sustainable dairy community

### Overview:

To effectively manage the day to day operations of the Credit Control and Finance teams. To undertake all aspects of financial control management and regulatory compliance. To be hands on, with a can-do attitude, a collaborative manager. To provide accurate, timely, financial information and analysis, to maintain and develop a strong governance culture and internal controls.

Managing all financial planning, including investment appraisals, the development of departmental budgets. To develop and manage the group's financial reporting.

Purveyors of **Quality Products** with **First Class Service**

Registered Office: Cotteswold Dairy Ltd Dairy Way Northway Lane Tewkesbury Glos GL20 8JE  
Telephone 01684 298959 • Facsimile 01684 274994 Website [www.cotteswold-dairy.co.uk](http://www.cotteswold-dairy.co.uk)  
Registered in England No. 447327



## Main Duties & Responsibilities:

- Accounting and Financial controls - Ensure all regulatory requirements are met in a complete and timely manner. Including: to prepare draft statutory accounts, HRMC statutory returns and VAT return (MTD), Government Statistics, Industry analysis and returns. Co-ordinate/manage the year end audit and prepare the tax analysis.
- Treasury/Credit Control Management - Monitor and report cash balances and prepare short term cash forecasts, review/manage projected payment forecast. Manage day to day bank relationship including PTX, Cash Collections, Card charges and system administration. Ensure cash is safeguarded, promptly processed and submitted to the bank. Effective management of the credit control team to ensure adherence to the credit control policy to improve cash collections and reduce bad debts.
- Management Reporting - To prepare accurate, complete and timely monthly management accounts and analysis as required. Including the reconciliation of milk purchases, production figures and collation/analysis and reporting of monthly sales and milk volumes., and margins. To manage and control all balance sheet account reconciliations and the monthly bank reconciliation
- Budgeting and Forecasting - To develop, co-ordinate and assist in the preparation and consolidation of the annual budgets and forecasts
- Sales System pricing/costing verification and reporting.
- Management, recruitment, training and development of staff.
- Payroll/Pensions - To assist in the effective operation of the payroll & the management company pension reporting to ensure the department meet all company and statutory regulations. Support and development of staff.
- To improve/expand the groups Finance Reporting & Finance Systems maintenance
- To improve asset management and carry out internal audits
- Other duties as required by Finance Director

## Skills (Desirable):

- Qualified member of an accounting body ACA, CIMA ACCA,
- 4 years post qualification experience in a high volume transaction based manufacturing environment, at least 3 years' experience in a Lead Financial role managing teams from different disciplines. Experience of the food and drink, manufacturing and/or distribution businesses would be an advantage.
- Must have high level Excel and Business Intelligence reporting skills (Power pivots etc.)
- System implementation experience would be an advantage.
- Highly literate, numerate, professional and a good communicator
- Hard working, practical, with problem solving ability
- Attention to detail and able to instil in those around them the same

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