

Job Profile

Job Title	Head of Financial Management	Name	TBC
Reports To	Group Finance Director	Region	Group
Location	Bradford		

Purpose

To lead the Group's core financial management, accounting & divisional reporting activities, providing a reliable central link between Financial Planning & Analysis & Finance Operations. The role will own the integrity of the general ledger, balance sheet & month-end close, while combining strong finance management disciplines with practical knowledge of insurance broking operations and systems.

Key Accountabilities

Financials

Financial Management and Month-End Close

- Own & coordinate the monthly financial close across the Group, establishing clear timetables, responsibilities, review standards & escalation routes.
- Ensure the general ledger is complete, accurate & supported by appropriate evidence, with journals prepared, reviewed & posted in line with delegated authorities.
- Own the preparation & first-level review of monthly management accounts by legal entity, division, branch & department, providing clear explanations of material movements & unusual items.
- Maintain consistent accounting treatments, coding structures & close procedures across the Group, resolving errors & ensuring corrections are made promptly.
- Provide the dependable financial base from which the Head of FP&A produces forecasts, performance insight & decision support.

Balance Sheet and Financial Control

- Own the Group balance sheet reconciliation framework, ensuring every material account has a named preparer, reviewer, documented support & timely clearance of reconciling items.
- Take direct ownership of accruals, prepayments, fixed assets, depreciation, payroll-related balances, intercompany accounts & other core finance control accounts.
- Maintain the fixed asset register, including additions, disposals, transfers, useful lives, depreciation & reconciliation to the general ledger.
- Coordinate intercompany accounting & settlement, ensuring balances agree between entities & differences are investigated and resolved.
- Monitor aged balance sheet items, suspense accounts & accounting exceptions, reporting control issues & remediation actions to the Group Finance Director.
- Work with the Head of Finance Operations where balance sheet accounts interface with insurer settlement, banking, IBA or client money processes.

Divisional and Branch Reporting

- Lead routine financial reporting for the Group's divisions, branches and departments in a manner aligned with the T L Dallas office structure & management responsibilities.
- Develop a consistent monthly reporting rhythm with divisional & branch leaders, explaining results, validating local inputs & following up accounting queries or actions.
- Ensure income, payroll, operating costs, allocations & intercompany charges are recorded in the correct entity, branch, department and reporting period.
- Provide accurate divisional results and commentary to the Head of Financial Planning and Analysis (FP&A) for inclusion in Group reporting, forecasts & performance analysis.

- Support the financial integration of acquisitions, new offices & structural changes, including ledger mapping, opening balances, reporting alignment & control implementation.

Statutory, Tax and Audit Support

- Coordinate the preparation & submission of quarterly Value Added Tax (VAT) returns, maintaining reconciliations, supporting evidence & documented review.
- Lead the preparation of finance schedules & supporting information for year-end statutory accounts & external audit, ensuring requests are answered accurately and promptly.
- Support corporation tax, payroll tax & other compliance processes by providing complete & reconciled accounting information to external specialists.
- Maintain audit-ready accounting records, process documentation & evidence of review throughout the year.

Processes

Insurance Broking Finance and Systems Support

- Maintain a sound working knowledge of insurance broking income flows, insurer & client accounting, Acturis & related finance systems so that ledger & operational information remain aligned.
- Support the Head of Finance Operations in investigating ledger interfaces, posting issues & reconciliation differences affecting insurer settlement, banking, client money or regulatory reporting.
- Support the Head of Financial Planning and Analysis (FP&A) by explaining accounting treatments & divisional movements that influence analysis, budgets & forecasts.
- Work with operational teams to improve data quality, financial coding, interface controls & the reliability of information passing between broking & finance systems.

People

Leadership and Continuous Improvement

- Act as a central pillar of the Finance leadership team, balancing day-to-day delivery, financial control, team support & continuous improvement.
- Lead, coach & develop relevant Finance colleagues, setting clear standards for accuracy, ownership, evidence & timely completion.
- Identify opportunities to simplify & automate the close, reconciliation & reporting processes while preserving appropriate review and segregation of duties.
- Provide effective cover & informed support to the Heads of FP&A & Finance Operations, & escalate matters that cross functional ownership boundaries.
- Lead or contribute to finance systems, acquisition integration, policy & other Group projects, & undertake other reasonable duties consistent with the seniority of the role.

Compliance

- Maintain effective financial controls, complete records & clear audit trails, and comply with relevant Group policies, statutory obligations and regulatory requirements.

Role Interfaces and Ownership Boundaries

- Head of Financial Management: owns the general ledger, month-end close, balance sheet reconciliations, core accounting controls and routine divisional financial reporting.
- Head of Financial Planning & Analysis: owns budgets, forecasts, performance insight, financial modelling, dashboards & forward-looking decision support.
- Head of Finance Operations: owns insurer settlement, insurance broking account (IBA) and banking operations, client money processes, operational CASS controls and assigned regulatory reporting coordination.
- All three role holders are expected to share knowledge, challenge constructively, provide cover where appropriate & work together on matters that span accounting, operations, compliance & performance reporting.

Skills, Knowledge and Experience

- Qualified accountant, part-qualified accountant with relevant experience, or demonstrably equivalent financial management expertise.
- Strong experience of month-end close, management accounts, balance sheet reconciliation, fixed assets, accruals, prepayments and financial control.
- Experience of multi-entity, divisional, branch or multi-site reporting, with the ability to maintain consistency across different operating units.
- Practical knowledge of insurance broking accounting, Acturis or comparable sector systems is highly desirable.

- Strong Excel & accounting systems capability, with a disciplined approach to data quality, reconciliations & audit evidence.
- Confident communicator & collaborative leader, able to explain accounting matters clearly & work across finance, operations, compliance & senior management.
- Organised & resilient, with the ability to manage recurring deadlines, resolve detailed accounting issues & contribute to broader improvement projects.

Corporate Governance

- Maintain awareness of and comply with the Group's policies and procedures, including Financial Crime and Anti-Money Laundering, Financial Sanctions, Anti-Bribery and Corruption, Fraud, Information Security, Data Protection and General Data Protection Regulation (GDPR),
- Complete required learning and maintain appropriate continuing professional development.
- Promote effective controls, accurate records, suitable segregation of duties and timely escalation of control weaknesses or incidents.

