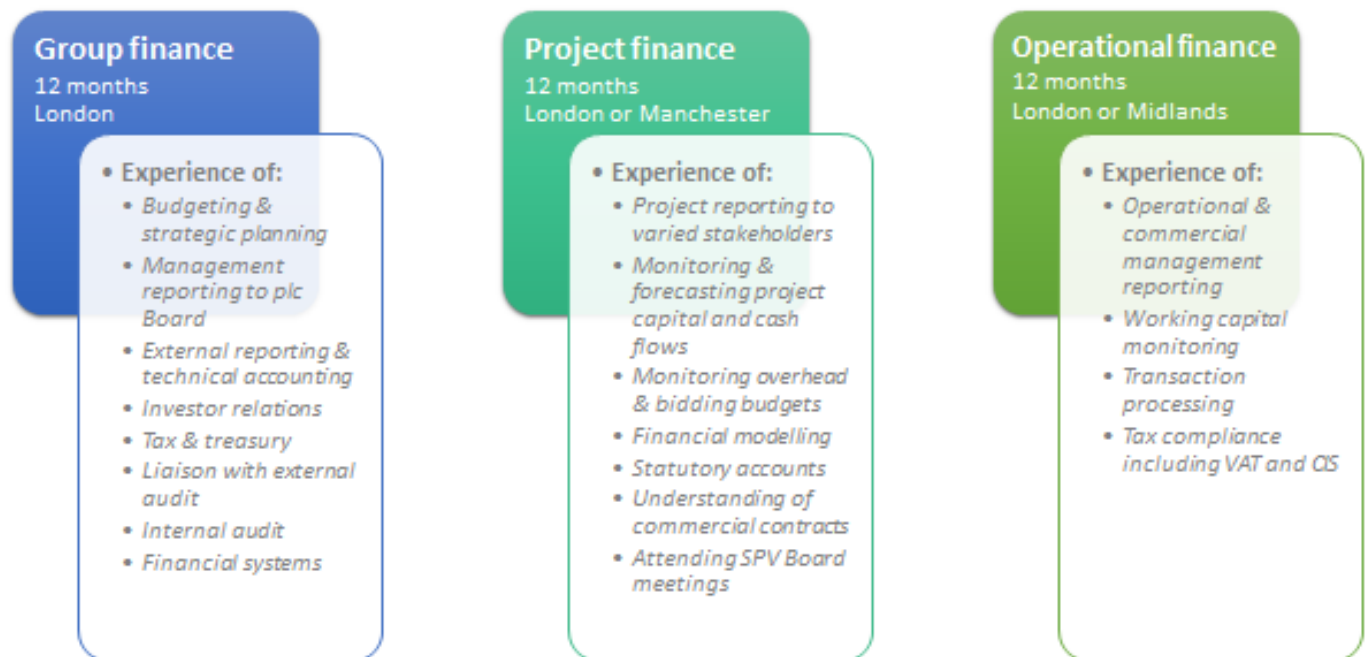


Role definition

Job title:	Finance Graduate		
Reports to:	Group Financial Controller		
Direct reports:	-		
Business unit:	Finance	Location:	London, Midlands and/or Manchester

Summary

Our Finance Graduate Scheme is a three-year programme. You will complete three one- year placements: one at the Group Head Office, one in operational finance (London or Midlands based) and one in project finance (London or Manchester based). In addition, you will complete the CIMA qualification during the programme and will gain a broad range of work experience across different areas of our business



Key objectives

Group Finance

- Work as part of the Group Finance team to liaise with the shared service centre and support the monthly management reporting to the Board, budgeting and strategic planning, interim and annual external reporting to shareholders and the City and external audit
- Work with Group Head of Assurance to support internal audit reviews
- Work with Group Director of Tax & Treasury to support cash reporting and forecasting and corporation tax compliance
- Involvement with ad hoc projects as and when required

Operational Finance

- Work as part of the finance team within one of our divisions to support transaction processing, VAT and CIS compliance, monthly management reporting to divisional management and Group and external audit
- Liaison with customers and supply chain to assist in working capital management
- Work with commercial, operational and work winning teams to support their reporting requirements
- Involvement with ad hoc projects as and when required

Project Finance

- Work as part of the finance team within one of our divisions to support project-based reporting to external stakeholders, divisional management and Group
- Work with development teams to support their reporting requirements in relation to capital allocation and bidding budgets
- Work with project finance teams to build and populate financial models
- Prepare statutory accounts including supporting schedules and liaison with external auditors
- Reviewing legal documents to understand the commercial arrangement on long term contracts
- Sitting in on Special Purpose Vehicles (SPV) board meetings
- Involvement with ad hoc projects as and when required

Principal responsibilities and accountabilities

- The programme will give the individual unparalleled exposure to a variety of areas of our business and the Group will seek to provide them with a broad range of work over the course of the 3 years. The Finance Graduate will be expected to maximise this opportunity by immersing themselves in each of the businesses in which they work and by being proactive in seeking out new experiences and building their network across the Group
- The Finance Graduate will be responsible for completing their studies and exams diligently to gain their CIMA qualification and in return the Group will support them by providing study leave and paying for courses, materials and exam fees

Person specification

Qualifications and training

- Degree: 2:1 or equivalent in any discipline

Technical skills and experience

- Confident communicator
- Self starter
- Strong written communication skills
- Organised, able to prioritise workload and work to deadlines
- Analytical and commercially minded with attention to detail
- Problem solver
- Team player
- Adaptable and resilient – comfortable with change and ambiguity