**Brief for Finance Business Partner, phs Compliance**

**phs** is a leading facilities services group with operations in the UK, Ireland, and Spain. The Group is the market leader in hygiene services, supporting 120,000 businesses in over 120,000 locations. **phs** also has a number of market leading facilities services companies within the Group.

**phs Compliance** is the UK’s leading provider of electrical and testing services with revenue of over £30m and over 500 employees including c400 technicians and engineers (around 200 of which are qualified electricians).

As one of the UKs leading providers of statutory electrical and fire safety testing services, **phs**Compliance ensures our customers comply with the law and health and safety regulations across a wide range of businesses and public service sectors. From highly commercial sectors including facilities management and commercial real estate management, to a wide variety of retail, hospitality, leisure, and entertainment sectors, to emergency services, NHS providers, defence infrastructure and data centres within UK critical infrastructure, and to a wide range of local authorities, education, and central government departments - you'll find phs Compliance delivering essential workplace compliance and building engineering services.

We believe there are excellent opportunities to grow revenue and improve profitability through a combination of operational efficiency and automation.

The role of Finance Business Partner is an exciting opportunity for a commercial accountant to work directly for the Managing Director as part of the phs Compliance Leadership Team, providing commercial and financial challenge and support. The role also has responsibility for the customer billing and credit management function.

Management accounting and other finance support functions are provided by the Group Finance function based in the head office in South Wales.

The Finance Business Partner will have a functional reporting line to the Group CFO and will be expected to work collaboratively with other Business Partners the Group Finance team.

**Purpose of the Role**

Commercial and Financial advice, challenge and support to the MD and Management team, including budgeting, forecasting and management of costs

Leadership, management and control of customer billing and credit management for phs Compliance

Ensuring compliance with **phs** Group Financial controls and reporting requirements

As a member of the phs Compliance Leadership Team, contribute to the overall strategy, direction, growth, and profitability of the business

**Principal responsibilities – Leadership**

* As a member of the phs Compliance Leadership Team, contribute proactively and professionally to the overall performance and profitable growth of the business
* Leadership, management and motivation of the customer billing and credit management function
* Development of talent and proactive management of performance
* Setting and monitoring of key KPIs – rewarding success and addressing challenges
* Recruitment of new team members

**Principal responsibilities – Finance**

* Preparation and management of the annual budget, monthly forecast, and detailed reporting and analysis of any variances, including plans for addressing any negative variances
* Providing guidance and support to the Managing Director to secure the orderly and profitable development of the business within the framework of the phs Compliance business plan
* Providing proactive and meaningful financial analysis, input and advice on both operational issues and commercial decision-making; including commercial review of pricing policy, business cases and capex requirements, and the subsequent tracking of costs and benefits
* Providing incisive and user-friendly management information to allow fact-based decision-making. Present management reports in a consistent, cohesive, and comprehensible way, both in written and formal presentations
* Interpreting variances and trends in financial data and relating these to operational performance
* Preparing the Company’s periodic trading reviews and board reports and presenting meaningful results to senior leaders
* Co-ordinating the Company’s budget and periodic forecasting processes, providing meaningful analysis and commentary to the phs Compliance Leadership Team and Group Finance department
* Review business processes to improve both operational efficiency and company profitability
* Ensure that a robust financial control infrastructure and environment always exists
* Ensure that the business is operating to the highest standards and its financial systems and reporting are consistent with wider Group policies, guidelines, and compliance with all related legal requirements

**Principal Responsibilities – Customer Billing and Credit Management**

* Provide support and guidance to the Billing and Credit Control Manager to ensure customers are billed correctly and that cash is collected
* Produce high quality, accurate regular and ad hoc reports showing the performance of Credit Management in the Business
* Manage cash collection to terms and consistently deliver budgeted DSO
* Take personal responsibility for ensuring that the largest customer accounts are kept within terms and relationships maintained
* Take personal responsibility for ensuring any bad debt is reviewed and action taken to improve DSO
* Monitor the Accounts Receivable and Working Capital reporting for accuracy, trends, and warning signs
* Determine and review credit limits and set and review credit-rating criteria

**Qualifications and Experience**

* Qualified accountant.
* Broad financial management background in a business-to-business service organisation.
* Commercially astute and able to work effectively with a strong leadership team
* Experience of sustaining profitability, quality and service standards using key performance indicators and ratios to identify potential issues before they materialise.
* Understands the key business drivers that contribute to value.
* Demonstrates commercial awareness and understanding, without compromising financial conduct.
* Ensures that business opportunities are appropriately evaluated to minimise risk and sustain/improve profit margins.
* Continually seeks opportunities to streamline administrative functions realising financial and operational benefits.
* Helps in setting stretch targets for the business whilst providing the right support and mentoring to attain them.

**Communication and Information**

* Provides incisive and user-friendly management information, meaningful financial analysis, input and advice to Company colleagues and senior management to assist with operational issues and commercial decision making.
* Whilst a recognised financial expert, contributes constructively and collaboratively towards the development of strategy and policy across the full range of business issues, not just its financial dynamics.
* Provides accurate and timely reporting to Group finance within prescribed guidelines, establishing effective communications with Group finance and other senior financial colleagues within the Group.
* Displays well developed presentation and communication skills, verbally as well as numerically, with good report writing skills.

**Personal characteristics**

* Strong leader and team player able to lead their own team and contribute to the wider Leadership Team
* Works hard to deliver results personally, and through teams
* Acts as subject matter expert
* Takes ownership and gets things done
* Displays honesty, openness, and integrity
* Takes on board new ideas that will benefit the business
* Identifies and implements ways of doing things better

**Salary, Benefits and Location**

* Base salary of £60-75k
* Discretionary bonus of up to 20% of base salary
* Company car/allowance of £5,850
* Company pension contribution

phs Compliance is based in Golborne, and candidates are expected to live within easy travelling distance of the office. We operate a hybrid working policy, but the Finance Manager should expect to spend most of their time in the office. The role will involve travel to other offices in the UK, most likely in Tamworth and Hayes (near Heathrow).