

Finance Manager – Special Projects

40 Hours

£55k circa

Reporting to: Commercial Financial Controller

Birmingham, B1

Who are we?

Citibase offers a diverse and rapidly expanding network of business centres nationwide and has been going from strength to strength for 25 years to cement our position as The Property Manager for the New Economy.

We focus on giving entrepreneurs and businesses “Freedom at Work” and the independence, flexibility and support to create, grow and enjoy running their businesses in our centres.

We’re currently experiencing a sensational period of growth as we continue disrupting the office market and we’re seeking talented individuals to help us take our customer experience to the next level and build strong relationships in our neighbourhood.

What will you do?

The role of the Finance Manager - Special Projects is a newly created position within the growing finance team at Citibase in Birmingham following its recent purchase by Newable Limited.

This multi aspect role will suit a highly ambitious, fully qualified Accountant who is looking to add real value to a business and contribute to our journey of significant growth. The successful individual will be able to see the impact of what they do in both the short and long term.

This is an exciting time to join the business and will see you directly supporting the Executive Team in the assessment and execution of our Big Hairy Audacious Goals which will enable the business to grow exponentially.

You will provide vital expertise working with the Commercial Financial Controller to assist the Executive Team in the investigation of new strategic opportunities for the group. This will include the production of business plans and financial models to support various strategic activities including business acquisitions. These will include investment appraisal and financial modelling as well as market and impact analysis.

The second aspect of the role will work with the Commercial Finance Controller and other key stakeholders in the Senior Team on key process improvement initiatives. This will involve the documentation of existing systems, identification of the process improvements and project managing the roll out of process improvements to the business.

We want somebody exceptional who will:

- Conduct Investigations into new business opportunities including investment appraisal, financial impact assessment and valuation.
- Prepare briefing papers as well as financial business plans to present at Group board for approval.
- Identify and document existing financial and non-financial processes leading to effective documentation of current processes.
- Recommend process improvements to maximise the usage of our existing IT systems infrastructure

- Advise on key IT system developments and infrastructure in order to maximise process efficiencies by working with all aspect of the business
- Project manage the implementation of system / process improvements.
- Manage conflicting demands across a variety of different areas and prioritising their own time.
- Build effective key stakeholder relationships across the business at all levels of the wider organisation.
- Undertake any other duties as may be reasonably required and as appropriate to this role

Knowledge and Experience

- A fully qualified accountant (ACCA, CIMA, ACA)
- Have a track record of working in a commercial or B2B environment
- Experienced in project appraisal and financial modelling
- Focused on making a difference and comfortable with challenging the status quo
- A proficient user of Excel and ERP systems – ideally Navision

Key behaviours

- Excellent communicator at all levels
- Has great attention to detail
- Builds effective relationships across the business
- Works in consultation and collaboration with the wider business
- Can effectively influence
- Be strong in Planning and Organising
- Be a Strategic thinker
- Be Creative and Innovative
- Confident in Analysing and Interpreting
- Confident in Decision Making

What will we offer you?

- Up to £55k per annum
- Monday to Friday, 8:30am – 18:00pm
- Pension scheme
- 28 holidays (Including public Bank Holidays)
- Ride to Work scheme
- Training and Development opportunities