

## Commercial Finance Manager

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Company: Svella Asset Services

Location: Winwick

Category: other-general

### Role Overview

This is a key role within the commercial team requiring a commercially astute commercial professional with a proven track record of business partnering, managing and developing a team, analysing complex data and managing work in progress and cashflow whilst acting as a conduit between the finance function and the business's operational team.

### Responsibilities

#### Commercial and Financial Management

Cost Value Reconciliations- understand and explain all elements of the CVR

Weekly P&L development – work with the Commercial Director and Finance Director to compile accurate weekly P&Ls

Management of Application for Payment to the Client

Management of Assessment of AfPs for Subcontractors

Accountability for conversion of WIP into Applications, and ultimately to cash receipts

Lead on maximising value and minimising costs for the project

Development of forecast of monthly, quarterly and annual revenue and budgets

Reporting Actuals v Budget

Capture of full value and conversion to cash

Minimise WIP/Debt position – regularly reporting current position against internal KPIs

Minimise/mitigate total risk exposure

Maintain the integrity of data throughout the process of applications, variations, DFEs, rejections, invoicing, work in progress and billing

Work with internal departments to develop automated system improvements, integration and reporting tools to manage the integrity of data. Manage the end to end billing process – from WIP to cash

Contract Management

Ensuring all contract requirements are strictly adhered to by the commercial/delivery teams

Early identification of risks leading to impact/likelihood mitigation or reduction

Management of the NEC3 ECC or TSC contracts with the client

Robust EWN management

Managing notification and quotations of CEs leading to cost and time recovery

Management of the CI.31 programme with the Operations team

Lead and guide the operations team to adhere to all contractual requirements

Manage subcontractors

Administration of contracts, ensuring all delay damages/financial risk is mitigated prior to disputes arising

Dispute avoidance/management

Subcontracted Works

Management and oversight of the subcontractor applications/invoicing process, whilst assuring the costs incurred

Regularly review the approved supply chain and ensure best value, including negotiation and award of subcontracts using the appropriate suite of orders

Maintain an oversight of subcontracted works through to completion of billing

Support processing and on-boarding of new sub-contractors. Gathering the relevant information and documentation from sub-contractor and completing pre-evaluation questionnaires.

Management and Development

Manage and develop a talented but inexperienced team

Work with wider Commercial team to embed consistent processes and ways of working

Skills, Qualifications & Experience

Financial Management Understanding and Experience

Accounting qualification (ACA/ACCA/CIMA) or qualified through demonstrable experience

Data management and analysis

IT – Strong Excel skills with ability to build and maintain complex business models and analyse large amounts of data

Self-motivation, passion and a driven 'can do' attitude

Be collaborative and forward-thinking; maintaining a healthy knowledge of industry changes and technology advancements

Challenge the status quo

Excellent communication skills with ability to influence internal stakeholders and external clients

Experience working under NEC 3/4 contracts preferred

Salary & Benefits

Competitive salary commensurate with experience

25 days holiday + bank holidays

3x life assurance

Employee Assistance Program (discount from high street retailers)

Private healthcare

Free eye test vouchers

Employee referral scheme

Pure Gym discount

Virgin Media - 'My Rates' discount

Occupational Health

Access to apprenticeships

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