

## JOB DESCRIPTION

<b>Job Title:</b>	Finance Executive
<b>Reports to:</b>	Financial Accountant
<b>Accountable to:</b>	Finance Director – Group Services
<b>Job Purpose:</b>	To produce monthly management accounts and assist the Financial Accountant and Finance Director - Group Services in providing financial support to the relevant Divisions
<b>Scope:</b>	The Job holder will be providing a range of accounting services and information for relevant Redrow Divisions.

### Key Responsibilities

#### 1. Financial Management Information

- Produce monthly management accounts for a number of Group entities including commentary within the Group parameters and deadlines, accurately reflecting the true and fair position of the relevant entity/Division at that time for review by the Divisional Finance Directors.
- To be able to demonstrate an overall understanding of the full operation of the Finance function.
- Update cashflow forecasts

#### 2. Accounts Processing and Administration

- To review information and reconciliations prepared by the accounts clerks.
- To produce relevant VAT returns for consolidation.
- To perform a variety of other tasks as requested by the Financial Accountant/ Finance Director - Group Services.

#### 3. Other

- Manage and maintain an effective filing system in format agreed with Accountant ensuring that filing is completed on a regular basis, so all records are kept up to date and in a neat and logical order.
- Work in an organised manner and ensure all paperwork is kept accurately filed/stored in a tidy desk/office environment.
- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
- At all times comply with Redrow policies, procedures and instructions.
- Contribute to improving the business, protecting and enhancing the reputation of the company, by putting forward new ideas and, when requested to do so, implementing change.

### Working Relationships:

Effective working relationships are an essential part of daily working life. The focus in this role is:-

Internal: Colleagues within Group Finance and relevant staff within the Division as required, notably the FD and Commercial department staff.

### Decision Making Authority:

*To ensure that Group Finance is acting in accordance with Redrow policies and procedures and that any non-compliance is brought to the attention of the Accountant or Finance Director – Group Services.*

***These are illustrative duties and the post holder will be expected to become involved in a range of work to enable Group Finance to respond effectively to the requirements of the Redrow Group.***