

## COMMERCIAL FINANCE MANAGER

Vinovium House, Bishop Auckland  
Commercial Department  
37.5 hours per week, Monday-Friday  
£40,000- £45,000  
F/T, 24 months

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### Job Purpose

The Commercial Finance Manager will be responsible for the development of appropriate financial reporting for the Trust's trading activities; implementation of commercial and / or financial systems plus other areas which require systems and processes to be developed and implemented, including (but not limited to): cash security, stock control, till control, sales control, optimising staffing levels and costs. The role will also undertake financial due diligence pre-screening (where appropriate) of 3rd party companies intending to participate in TAP's procurement and tendering processes (principally for the Commercial Dept., but also potentially for other Departments, where appropriate).

The CFM will be responsible for TAP's financial planning and analysis during 'Transition' (i.e. through to March 2020), principally for its Trading Activity, but also for TAP on a group-wide basis in connection with its strategic planning. The role will provide key management information to the operational functions in the business as well as being a key link between the finance department and the business. The role works hand in hand with the business to develop and implement weekly trading updates and short-term forecasts. They will also support any 'deep dive' analysis, and support evaluating performance. The CFM will report to the Commercial Director, but will be expected to liaise closely with Leadership Team members, including the Group Finance and HR Directors, and their respective Departments.

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### Key deliverables and accountabilities

- Development and implementation of regular reporting for and commentary on TAP's Trading Activities, clearly reconciled to TAP's financial systems and non-financial data where relevant, including:
  - Daily & Weekly Flash Reports
  - Monthly / Periodic Trading "P&Ls" (vs. Budgets & Forecasts (see below))
- Preparation of analysis, both prospective and historic, and reports / commentaries in respect of TAP's
  - Strategic planning, including its 5 Year Plan and related Workforce Plan
    - Note: this will require the development and application of an appropriate financial model capable of sensitivity analyses, in conjunction with the Finance and HR departments
  - Appraisal of potential investments / spending initiatives (both capital and revenue)
- Development and implementation of processes and procedures for the preparation of quarterly forecasts for TAP's Trading Activities.

- Development and implementation of policies, processes and procedures for the management of cash and stock (including the management of stock takes) for TAP's Trading Activities.
- Development and implementation of policies, processes and procedures for intra-group charging and / or re-charging, where appropriate (e.g. between TAP's Central Processing Unit & F&B activities).
- Manage the annual / periodic budget process for TAP's Trading Activities, in conjunction with the Finance and HR Departments.
- Active participation in:
  - the development and implementation of TAP's ticketing policy (including, where relevant, Gift Aid & VAT implications)
  - the selection, configuration, development, implementation and upgrades of any new financial and / or financial reporting system

### Internal relationships

- Working hand in hand with the Commercial Director and business owners, to develop the data and insight necessary to drive operational performance.
- Engage with the business owners and operational teams, to implement robust financial decision making to support the long-term strategy of the business.
- Support the Commercial Director during the business planning process for the Project; drive the development of local operational plans that support the financial expectations.
- Work collaboratively with the Finance team on longer term threats and opportunities.

Closing date: 15<sup>th</sup> July 2018

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In line with the General Data Protection Regulation your application will be stored for 3 months' after the vacancy has closed and then shall be safely destroyed. By submitting an application, you are consenting to our privacy notice of which full details can be found at <https://www.aucklandproject.org/privacy>. If you need any further information, please contact Robert Wicks on 01388 743750.

### EQUAL OPPORTUNITIES

The Auckland Project is an equal opportunity employer regardless of race, colour, religion, creed, sex, marital status, national origin, disability, age, sexual orientation, political affiliation or belief. Employment decisions are made without consideration of these or any other factors that employers are prohibited by law from considering. Any discriminatory action can be a cause for disciplinary action.

The Auckland Project also prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request.

If you require assistance to complete your application or would like to inform us of anything we need to take into consideration during our shortlisting process, please contact us by email or by calling 01388 743750.