

Financial & Commercial Manager – 12 months contract covering maternity leave.

Salary: Negotiable and AAE

STOW, a 2019 Walpole Brand of Tomorrow, is looking for a proven financial executive with some forecasting and planning skills to join our small, friendly, energetic and successful team. The role would suit someone with a finance background wishing to broaden their business and commercial management experience. Starting Nov/Dec to cover maternity leave.

Based in Royston, North Hertfordshire, with the option to work 1 -2 days a week from home we are a 15 minute walk from the rail station with regular trains to London, Brighton, Cambridge and Kings Lynn. We will also consider part time or job share candidates.

Working to the Company's business plan, this role will be responsible for managing agreed financial and planning activities to optimise and ensure continuing profitability.

This is a hands-on position which requires an individual to implement (where necessary), oversee and develop practices across the following areas on a day to day basis:

- Cashflow management and monthly & quarterly financial accounting
- Set and manage product pricing and margins in multi currencies across multiple platforms and revenue streams
- Sales reporting, analysis and forecasting by product line
- Product and production planning and ordering, and cost control thereof
- Inventory management and stock control systems
- Maintain marketing schedule in line with product plan and for marketing team
- Advise sales and marketing teams on pricing, planning and commercial negotiations

Financial management

- Monitor income and expenditure to ensure projects are on track with spending, cash flow and that all expenses are in line with agreements
- Report on the financial status of the business through the production of Quarterly management accounts
- Support external accountancy to meet legal requirements including taxation, annual report and annual accounts
- Manage foreign currency forward orders
- Liaise with book keeper to make payments, monitor and reconcile expenses. Agree with book keeper the coding and payment of invoices and authorisations of expenditure in a timely manner, and ensure book keeper stores all invoices in Xero
- Produce financial reports as required maintaining all necessary reconciliations ensuring unusual items and variances are investigated
- Oversee and improve where possible costs of working with key logistics partners such as couriers and third-party fulfilment houses.
- Support management and staff as required in the preparation and review of budgets
- Support drafting of and advise on the development of an annual budget
- Process bank transfers, cheques, advances and payments
- Coordinate annual audit and tax payments
- Pay staff salaries, taxes etc in a timely manner;
- Administer and reconcile office petty cash funds

Pricing & Planning

- Set and manage product pricing strategies for direct, wholesale, drop ship and corporate channels in various currencies
- Negotiate and oversee the costs of materials and labour with our partner factory in Spain and associated suppliers
- Forecast future sales and manage the resulting production planning and bulk ordering
- Issue purchase orders with factory on a monthly basis in agreement with Founder
- Collate and analyse weekly and monthly results and reports, including comparison against budget and prior months, to provide accurate information on financial and product performance to enable effective tactical and strategic commercial decision making
- Oversee and update marketing plan for marketing team in line with new product development and calendar events

You have:

- At least 3 to 5 years of relevant professional financial experience, preferably in fashion, gifts or luxury retail.
- Ideally 3 years post qualified within either ACCA, ACA or CA
- Experience in the financial administration of foreign currency transactions.
- In depth knowledge and experience of accounting software (Xero) in addition to Microsoft Office products.
- Highly analytical and proficient in the use of Microsoft Office with strong Excel skills
- Excellent management, accounting and analytical skills with a strong attention to detail, ideally within a retail environment
- Results driven and business minded
- Proactive, enjoys seeking information and problem solving
- Strong communicator with excellent verbal and written presentation skills
- Proven capacity to work in a self-directed manner as well as a demonstrated capacity to work collaboratively with staff at all levels both internally and externally
- Flexible attitude, a willingness to muck in and a good sense of humour is essential
- A love for working as part of a small, focused team

To apply, please forward your CV to vacancies@stowlondon.co.uk detailing your current or required salary. Successful candidates will be contacted for an initial phone call, followed by a meeting.