

Position Title	Finance Manager – DW Production
Reports To	Director of Finance
Overall Job Purpose	Responsible for reporting, forecasting, and budgeting of 4 business units Act as Business Partner to the General Manager of DW Production (DWP) and the Director of Finance. Provide general management analysis/reports as required by GM or DoF. To drive efficiencies, growth, and group integration of the production businesses in Bordeaux, South Australia, the Thames Valley, and the international wholesale division. Line Management of a (newly qualified) Management Accountant. Support and advise the French FC.
Key Responsibilities	<p>General</p> <ul style="list-style-type: none"> • Prepare the monthly management accounts and reports, forecasts, budgets, 3-year plans and ad hoc reports • Develop existing & create new reports to support DWP’s changing needs as it grows. • To provide accurate and timely information for individual businesses as well as the consolidated view when required to support decision making and strategy development. • Review and analyse information before submission and raise any concerns. • Monitor, review, forecast and manage cash flow and capex across DWP. • Control and monitor sales commissions/incentives. • Pro-actively drive cost saving initiatives across DWP. <p>RedHeads & SAV (Australia)</p> <ul style="list-style-type: none"> • Liaise with the Australian accountant and book-keeper to ensure correct financial information is available for review in time • Work closely with Winery manager to track grape/bulk wine purchases, ensure range planning is aligned with budgets and create a financial vintage plan • Responsible for costs cards and forecasts of production. Match to bottling deadlines and release dates/market demand. • Ensure costing for new wines/vintages is available 4 months prior to release date to provide “early” sales opportunities. <p>UK Wine Production</p> <ul style="list-style-type: none"> • Responsible for the accounting for a small UK wine production business. • Close liaison with GM over management and progress of vineyard operations <p>DWP & BD69</p> <ul style="list-style-type: none"> • Work closely with BD69 commercial manager, marketing and sales team to support sales growth. • Prepare monthly VAT return. • Perform credit checks on potential new customers, regularly review debtors and ensure prompt payments are received.

DIRECT WINES

	Direct Wines France <ul style="list-style-type: none"> • Lead the reporting and operational simplification process • Support and advise the French FC when required.
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Accounting qualification essential (ACA, ACCA, CIMA or equivalent)
Experience	<ul style="list-style-type: none"> • Business partnering • Responsible for the complete month end close of the entire ledger • Working with foreign currencies, translations etc. • Proven record of improving processes and reporting
Personal Qualities and Skills	<ul style="list-style-type: none"> • Task and results driven with ability to simplify complex processes • Commercially intuitive, logical, good communication skills • Accurate, with attention to detail and ability to multitask • Team player with ability to work independently. • Financial and Commercial acumen • Autonomous, with strong interpersonal skills, ability to build relationships and challenge • Understanding of wine production timelines & some French would be a benefit (but not essential) • Advanced Excel and good organisational skills essential
Reviewed	January 2022