

Job Description

Job Title:	Finance Manager
Department/Office:	Exeter
Reporting to:	CFO
Responsible for:	
Brief description of role	Supporting the CFO in the preparation and review of financial information; the production of reports, budgets and financial forecasts; and other ad hoc work.

Under the Senior Managers and Certification Regime you are obliged to adhere to the First Tier of the FCA's conduct rules. Should disciplinary action result from a failure to comply with these rules, then Hawksmoor will be obligated to inform the FCA of any breach.

Main Tasks

- Undertake development and maintenance of financial models and reports.
- Partner with Investment Managers across the business and provide consolidated performance reporting on funds under management and related commercial insights.
- Support the budget and forecast process.
- Assist with the production and review of accurate monthly management accounts and underlying reconciliations.
- Assist with the preparation of FCA returns.
- Support the improvement of finance processes and systems.
- Complete all tasks and processes with an understanding of their impact on client outcomes and the company's ability to meet its Consumer Duty obligations. Stay up-to-date on Consumer Duty training and highlight any concerns regarding client outcomes, foreseeable harm, unfair treatment, or potential consumer harm resulting from internal processes to your manager.
- Demonstrate a commitment to promoting and supporting diversity and inclusion in the financial sector, in line with the FCA's regulatory framework and objectives.

Qualifications	Qualified Accountant
Skills and competencies	Proven experience of developing and maintaining financial models and reports that highlight commercial insights Analytical and problem-solving skills Attention to detail Advanced Excel and financial modelling skills A confident communicator Strong multi-tasker Sense of fun/enjoys what they are doing

Additional activities

The job holder will be required to perform any additional activities that are relevant to the role, as agreed with management.