

Head of Finance - Newcastle

ROLE PURPOSE

The purpose of this newly created role is to lead the operational finance team in Newcastle as core finance functions are transitioned from London to Newcastle. The role will drive world class finance performance from the Newcastle team to support Instant's continued global growth. The role reports to the Finance Director and will require infrequent travel to London.

KEY RESPONSIBILITIES

- **Team Leadership:** lead and manage a team of 14 including up to six direct reports ensuring optimal performance. The team covers AP, AR, management accounting, financial accounting, tax, systems and treasury.
- **Month-End Results:** lead the month-end close and consistently deliver to a rapid timeline ensuring results are thoroughly reviewed, analysed and understood and the balance sheet is fully reconciled.
- **Systems and Process Improvement:** ensure world class systems and process are in place, appropriate for a growing global business such as Instant. This will involve building upon and documenting existing systems and processes as well as implementing new ones.
- **Technical Direction:** provide technical guidance to the team and the business. This includes tax advice on new deals and ongoing compliance (including issues such as transfer pricing, interest restriction and capital allowances) as well as financial accounting from both internal and client perspective.
- **Treasury:** close oversight of the treasury function including cash forecasting, management of senior debt agreements and ongoing operational banking.
- **Training & Development:** establish a continual improvement mentality within the finance team. Responsibility for the training and development of the team.
- **New sites, new companies:** ensure that all new sites and companies are fully onboarded and accounted for correctly.

BACKGROUND AND EXPERIENCE

- Qualified (ACA/ACCA) with 7+ years PQE, leading a dynamic finance team within a rapidly growing international business, where change is rapid, and deadlines are tight.
- The candidate will have a proven record of leading high performing finance teams and be technically strong (tax, financial accounting, treasury).
- Experience of implementing and improving exceptional finance systems and processes is also required.

KEY SKILLS AND COMPETENCIES

This role involves having the following key skills and competencies, namely:

- Team leadership, management, development
- Technically strong (tax, accounting, treasury) with attention to detail and high-quality standards
- Performance and improvement focused
- Strong Excel and accounting system and process implementation & development
- Informal, effective communications style at various levels across the organization
- Initiative and hands-on attitude
- Positive, resilient attitude

Job Description
[Job Title Here]

MEASURES OF SUCCESS AND KEY STAKEHOLDERS

The main KPI for this role will to ensure the Finance Team is performing consistently at a high level and evolving as the business grows.

Key stakeholders

- Finance team (both Newcastle and London)
- Auditors, advisors and the broader business.

Working at Instant

About The Instant Group

Founded in 1999, The Instant Group is a workspace innovation company that rethinks workspace on behalf of its clients injecting flexibility, reducing cost and driving enterprise performance. Instant places more than 7,000 companies a year in flexible workspace such as serviced, managed or co-working offices including Sky, Network Rail, Capita, Serco, Teleperformance, Worldpay, and TMF making it the market leader in flexible workspace.

Its listings' platform [Instant Offices](#) hosts more than 12,000 flexible workspace centres across the world and is the only site of its kind to represent the global market, providing a service to FTSE 100, Fortune 500, and SME clients. With offices in London, Newcastle, Berlin, Haifa, Dallas, New York, Miami, San Francisco, Hong Kong, Sydney, Singapore, and Kuala Lumpur, The Instant Group employs 230 experts and has clients in more than 150 countries. It has recently been included in the 2018 Sunday Times' HSBC International Track 200.

A business is only as good as its people

It's not all noses to the grind-stone though; Instant is a fun and dynamic place to work, where colleagues support one another and where the next social event is always just round the corner. We have been rated as one of the best small companies to work for and as one of the top companies with the fastest-growing international sales by the Sunday Times and are committed to continuing to make Instant a great place to build a career.

Instant is a values-driven organisation. We adopt and live by our values:

- We are passionately client focussed 24/7, 365
- We operate with integrity and a sense of fun
- We build long term client relationships based on trust
- We question convention with the desire to improve performance
- We collaborate in teams to create solutions that solve client problems
- We strive for excellence in all that we deliver
- We attract and develop the most talented people

We are a fast growing business with an exciting and vibrant atmosphere, where staff are encouraged to think for themselves and are rewarded for contributing to our success.

To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience and a client-centric mindset.

The details

We pay market salaries and the right person will be offered a package according to their experience.

You will work 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

For more information please contact Alice Mitchell:

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