

Financial Accountant – Job Description

Role Purpose:

To aid financial planning and decision-making by providing appropriate financial information and accounting support. To provide business modelling and financial compliance expertise to the business.

Responsible for the management of financial ledgers and any associated tax requirements in line with Financial Reporting Standards and UK GAAP.

Key Responsibilities:

- To manage with PRIDE; leading by example and role modelling the desired behaviours to exemplify our Company values and line manager principles, promoting an ethical, positive company culture. To empower our people to challenge the status quo to deliver incredible work.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.
- To effectively manage the team's goals and performance, sharing and translating area strategy, ensuring identification and delivery of departmental goals, through utilisation of appropriate management styles, providing feedback and motivation to team members and enabling individuals to meet their potential. This includes providing strong managerial support, performance management, and recruitment, development and allocation of resource to ensure project delivery and longer-term planning of deliverables.
- To undertake all management activities to ensure the smooth running of the group. This will include:
 - Medium term forecasting and planning of activities and objectives
 - Setting team and individual objectives to meet departmental, technology team, and company objectives, contributing to the wider strategy
 - Identifying and conducting performance management activities to ensure behaviours and performance of team meet required expectations, providing training and/or relevant support where needed
 - Act as a point of contact for team members' queries and escalations with regards to more complex matters
 - Conduct regular meetings, one to one sessions and performance development conversations with team members to ensure high levels of communication, feedback and performance across team
- To develop and maintain effective relationships with key internal and external stakeholders.
- To assist in the development of financial systems, policies and procedures as directed by the Head of Finance to ensure they comply fully with all legal and regulatory requirements and codes of practice/conduct.

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- To ensure the policies, procedures and practices of the Finance Team remain up-to-date and compliant.
- To keep up to date with developments in all financial areas relevant to role.
- To support the Chief Financial Officer and Head of Finance with ad-hoc activities as required.

Role Specific Responsibilities:

- Performing standard month-end duties including prepayments, accruals, intercompany recharges, cash clearing, cost centre reviews, VAT submission reviews for HMRC and fixed asset register maintenance.
- Acting as the primary contact for external auditors during the annual audit by coordinating responses across the entire finance department, ensuring compliance with audit requests and contributing to an efficient audit close.
- Review aged receivables with the Sector Business Development Directors on a regular (weekly/fortnightly) basis and support in debt chasing actions as required.
- Daily monitoring and reporting of the cash balances and comparison to month end forecasted position to ensure working capital requirements can be met.
- Responsible for producing the cashflow forecasts for Head of Finance and CFO, analysing material movements and engaging with other parts of the business to understand key drivers.
- To prepare and finalise Profit & Loss statements, Balance sheets and a consolidated cashflow statement for all CPI entities with narrative and variance analysis, for review with the Head of Finance in line with reporting deadlines.
- To ensure all month end schedules for the production of the quarterly and annual accounts and tax are completed by the agreed deadlines.
- To prepare the analysis required for the annual R&D tax claim and liaise with our tax advisors to complete and submit the claim.
- To communicate and present key data and insights back to the business across a range of stakeholders as required.
- To Maintain and improve financial controls and procedures to ensure the business has the correct up to date information to make key business decisions.
- To support the year-end audit process.

Good Manufacturing Practice - GMP

CPI have a responsibility to manufacture medicinal products of the requisite quality, fit for their intended use and be in accordance with the relevant Manufacturing and Marketing Authorisations, Clinical Trial Authorisation, Product Specification, Drug Master File or CEP Dossier as appropriate and which do not place patients at risk due to inadequate safety, quality or efficacy. The Pharmaceutical Quality System, which incorporates Good Manufacturing Practice, is designed to deliver this quality objective, the attainment of which requires the participation and commitment of all staff across departments and at all levels within the company.

Good Manufacturing Practice is the part of Quality Management which ensures that products are consistently produced to the correct quality standards. To comply with the principles of GMP, it is required that clearly defined procedures are adhered to when performing operations across CPI.

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Data Integrity - DI

Data Integrity is the degree to which data are complete, consistent, accurate, trustworthy, reliable and that these characteristics of the data are maintained throughout the data life cycle. The data should be collected and maintained in a secure manner, so that they are attributable, legible, contemporaneously recorded, original (or a true copy) and accurate. Assuring data integrity requires appropriate quality and risk management systems, including adherence to sound scientific principles and good documentation practices.

CPI, as a GXP organisation, have developed a Pharmaceutical Quality System, which incorporates a DI Governance System – a series of arrangements to ensure that data, irrespective of the format in which they are generated, are recorded, processed, retained and used to ensure the record throughout the data lifecycle.

To comply with the principles of DI, it is required that clearly defined procedures are adhered to when performing operations across the site. All staff are actively encouraged/supported in the reporting of errors, omissions and undesirable results.

Direct reports: Up to 5 direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
<ul style="list-style-type: none"> Educated to Degree level (or equivalent) Financial Accounting qualification (e.g. ACCA/ACA) 	Management qualification

Competencies and behaviours	
Leadership (Guiding)	Decision Making (Guiding)
<ul style="list-style-type: none"> Leads people with confidence and is empathetic. Displays flexibility in leadership styles in order to tell/sell/involve and delegate. Empowers others to constantly achieve and strive to exceed personal and company objectives, ensuring that they feel comfortable to push boundaries. 	<ul style="list-style-type: none"> Leads and facilitates a group to a decision from complex, inconclusive or contradictory data, prioritising the needs of CPI. Evaluates options by considering short term consequences and long-term gains. Uses correct communication method to present a case so that it has greatest persuasive impact.

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<ul style="list-style-type: none"> • Demonstrates an entrepreneurial mindset by talking beyond today, about future possibilities optimistically, showing others how they can benefit and contribute to the business. 	<ul style="list-style-type: none"> • Is regularly sought out by colleagues for advice and solutions.
Communication (Guiding)	Developing self and others (Guiding)
<ul style="list-style-type: none"> • Personally takes the lead in creating an environment that encourages open and honest communication at all levels in the organisation. • Motivates and influences others via their communications. • Adapts communication style and format recognising individuals' different needs/ motivations. • Communicates corporate message with conviction and enthusiasm and thereby promotes commitment and belief in others. 	<ul style="list-style-type: none"> • Intervenes to address sources of lagging performance. • Provides challenging and stretching tasks and assignments to develop others. • Highly effective at supporting high performers and addressing underperformance through effective, constructive and open dialogue. • Collects information on performance and evidence of behaviours, and uses it effectively to improve individual and team performance.
Collaboration (Guiding)	Delivery (Guiding)
<ul style="list-style-type: none"> • Displays a collaborative style in day-to-day working whilst motivating others to achieve optimal performance and results. • Fosters an inclusive atmosphere throughout their teams where ideas and creativity can thrive and people feel empowered to be their whole selves. • Develops relationships which facilitate the resolution of complex tasks and can apply different techniques to effectively mitigate any conflict. • Can negotiate skilfully in tough situations with all stakeholders. 	<ul style="list-style-type: none"> • Demonstrates the ability to prepare, gain approval of, refine and update business cases that justify the initiation of a project. • Displays the ability to manage stakeholders, taking account of their levels of influence and particular interests. • Ensures actions and decisions within the team are aligned with CPI's priorities. • Anticipates how team objectives must adapt and stretch to respond to change

Knowledge and Experience:

Essential:	Desirable:
<ul style="list-style-type: none"> • Trained in Accounting or Audit practice. • Proficiency in Excel (pivot tables, lookups, formulas) 	<ul style="list-style-type: none"> • Relevant post qualification experience. • Experience working in industry. • Experience with grant funding.

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- Experience with financial systems & Processes.
- Experience in financial accounting
- Strong understanding of accounting principles and financial reporting
- Experience with audit processes and tax compliance

Signature of Job Holder

By signing this you confirm you have read, understood, and agree to work in alignment with the above job description.

**Printed
name**

Signature

Date