



Job Description

Revision	02	Approved By	M. Slater
Revision Date	14/11/2025	Approval Signature	

JOB DETAILS

Employee Name		Job Title	Financial Manager
Report To	Tom Riley (MD)	Department	Finance
Job Purpose	<p>The Financial Manager is responsible for the accuracy, reliability, and operational effectiveness of Tiny Keg's financial function. This role ensures that financial performance is clearly understood, that resources are managed responsibly, and that the business has the information and systems required to scale effectively. The Financial Manager partners closely with leadership and operational teams to shape financial strategy, monitor execution discipline, and support informed decision-making. The role actively improves processes, strengthens data integrity, and ensures that the company operates with strong financial oversight while retaining agility.</p>		
Direct Reports	None		
Acknowledgement	_____	_____	_____
	Employee Name	Employee Signature	Date
	_____	_____	_____
	Management Name	Management Signature	Date



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JOB DELIVERABLES

Performance Area	Objectives	Actions
Financial Control & Accounting Integrity	To establish and maintain a robust financial control environment that ensures the accuracy, timeliness, and integrity of all financial records and transactions.	<ul style="list-style-type: none"> • Ensure accurate and timely recording of financial transactions, reconciliations, journals, ledgers, and supporting documentation. • Oversee supplier and payment processes, ensuring appropriate authorisation and cashbook accuracy. • Maintain rigorous financial controls, standardised accounting practices, and consistent documentation to support traceability, compliance, and assurance.
Financial & Management Reporting	To deliver timely, accurate, and insightful financial reports that provide a clear understanding of business performance and support leadership decision-making.	<ul style="list-style-type: none"> • Prepare monthly management accounts, financial statements, and performance analyses. • Provide narrative commentary explaining drivers, risks, and implications. • Present reporting in a clear and actionable format for leadership and operational teams.



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Cash Flow & Working Capital Management	Maintain visibility and control over the company's cash position to support operational continuity and growth investments. This includes planning, forecasting, and aligning financial resources with strategic priorities.	<ul style="list-style-type: none"> • Develop rolling cash flow forecasts and liquidity plans that anticipate constraints and provide early warning signals. • Identify and implement improvements in working capital management across procurement, production, and sales cycles. • Communicate financial impacts and resourcing implications early and clearly.
Customer Accounts & Collections	Maintain strong relationships with customers through effective query resolution and disciplined debt collection practices.	<ul style="list-style-type: none"> • Resolve customer account queries quickly and professionally. • Monitor ageing, follow up on outstanding payments, and ensure healthy cash flow. • Maintain clear communication with customers to protect relationships while enforcing payment discipline.
Budgeting & Forecasting	Lead the financial planning cycle by coordinating input across the business and ensuring assumptions are realistic and aligned to operational capacity.	<ul style="list-style-type: none"> • Lead the budgeting and re-forecasting processes, ensuring alignment with operational realities and strategic direction. • Analyse variances between actual and expected performance, communicating



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		<p>financial implications and required actions.</p> <ul style="list-style-type: none"> • Support disciplined forward-looking financial planning.reflect current inputs and market conditions.
Cost & Margin Analysis	Support profitability and strategic pricing decisions through disciplined analysis of costs, inputs, and margins. Understand cost structures in depth, identify inefficiencies, and guide commercial decision-making.	<ul style="list-style-type: none"> • Analyse product costing, input costs, production efficiencies, and gross margin performance. • Identify opportunities to improve cost structures or pricing strategies and model the financial outcomes of alternatives. • Collaborate with operations and commercial teams to evaluate and implement cost-saving and margin enhancement initiatives.
Inventory & Cost of Goods Control	Ensure stock levels, movements, and production usage are accurately recorded and reflected in financial results. Lead stock takes, investigate variances to root cause, and maintain costing structures that support reliable gross margin reporting.	<ul style="list-style-type: none"> • Oversee inventory accounting and stock movement accuracy. • Lead physical stock takes, variance investigations, and reconciliation reporting. • Maintain traceability between production usage, yield, BOMs, and final costing.



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Fixed Assets & Insurance	Maintain oversight of the company's fixed assets and ensure accurate tracking, valuation, and protection through insurance.	<ul style="list-style-type: none"> Record and track acquisitions, disposals, and depreciation calculations. Maintain an up-to-date fixed asset register aligned with accounting standards. Review insurance schedules and ensure all assets are properly covered. Liaise with insurers for claims, renewals, and updates to asset values.
Systems, Data & Process Design	To develop and refine financial systems and processes that improve efficiency, strengthen data integrity, and support the scalability of the business	<ul style="list-style-type: none"> Lead system integrations, enhancements, and configuration improvements across finance and operational platforms. Implement and maintain Bill of Materials and production costing models with traceable input usage. Establish and uphold consistent data definitions, data flow rules, and reporting structures.
Reporting & Insight Development	To transform raw data into actionable business insights, developing KPIs and dashboards that clearly communicate performance drivers and opportunities.	<ul style="list-style-type: none"> Develop dashboards, KPIs, and performance metrics aligned to operational and leadership needs. Create reporting rhythms that support decision-making and performance monitoring.



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		<ul style="list-style-type: none"> ● Synthesise data into insights that highlight trends, performance drivers, risks, and improvement opportunities.
Cross-Functional Collaboration, Leadership & Team Development	To serve as a proactive financial partner to all departments, lead the growth of the finance function as a trusted strategic partner, aligning operational decisions with financial strategy and developing financial acumen within the team.	<ul style="list-style-type: none"> ● Work closely with production, supply chain, commercial, and leadership teams to align decisions with financial expectations. ● Lead, mentor, and develop the finance team to build capability, accountability, and high performance. ● Mentor and develop finance capability within the business as the team grows.
Governance, Audit & Board Reporting	To ensure full regulatory compliance, manage financial risk, and deliver clear, transparent reporting to the board, shareholders, and external auditors.	<ul style="list-style-type: none"> ● Oversee excise tax compliance and ensure financial procedures meet liquor industry regulatory requirements. ● Support leadership in evaluating capital investment decisions, funding structures, and long-term financial planning. ● Assist in preparing quarterly board packs and business performance reports. ● Provide shareholders with clear insights into business performance and strategic direction.



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		<ul style="list-style-type: none"> • Coordinate year-end audit preparation and support external audit activities. • Apply pragmatic financial risk management suited to a scaling SME environment.
Skills and Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance, or a related field. • Completed articles or equivalent accounting qualification (CA(SA), CIMA, or similar preferred). • Minimum of 5 years' experience in financial management, preferably in manufacturing or FMCG. • Experience in cost accounting, margin analysis, and inventory control. • Strong understanding of accounting principles and financial regulations. • Excellent analytical and problem-solving abilities. • High attention to detail and accuracy. • Strong communication and interpersonal skills. • Ability to manage multiple priorities in a fast-paced environment. • Proficient in Xero financial software and Excel. • Proficiency in Cin7 Core inventory management software advantageous. • Leadership skills with the ability to guide and motivate a small team. • Someone who brings personality — a bit of a creative misfit, someone interesting, someone cool — the kind of person people enjoy having in the room. • A team player who cares about people as much as numbers, and who contributes positively to the culture. 	