

## JOB DESCRIPTION

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| <b>Job Title</b>       | Financial Controller  |
| <b>Department</b>      | Finance   |
| <b>Company</b>         | RONIN International, part of the Rippleffect Group  |
| <b>Location</b>        | Porto, Portugal, with occasional travel to RONIN's hubs (currently England, Germany, Hong Kong and USA)<br><br>Hybrid, we encourage our associates to spend three days in the office per week in accordance with business need. |
| <b>Reports to</b>      | Head of Finance<br>CEO  |
| <b>Responsible for</b> | Finance Assistant   |

## JOB PURPOSE

This role is an integral, new part of the Finance team, acting as a strong and very influential member of RONIN's senior management team, with responsibilities for commercial analysis and monthly financial performance reporting.

Key duties include:

- Financial management across RONIN International: Head Office in London, Sales Offices (currently Hong Kong and USA), Sales and Operations (Germany) and Development and Operations (Portugal).
- Commercial analysis, monthly financial performance reporting, international consolidation, and handling of multi-currency transactions.
- Supporting RONIN's Head of Finance and Rippleffect Group's Executive Leadership Team with commercial analysis and monthly financial performance reporting.
- Providing evaluation, and leading on, future financial platform development across RONIN and the Rippleffect Group.

## ROLE RESPONSIBILITIES

- Preparation of Management Information; produce accurate and insightful monthly reporting packs and ad hoc analysis.
- Maintain project profitability analysis, working closely with account managers and monitoring on a real time basis to identify those projects that require renegotiation with the customer. Project analysis to be presented to Managing Director on a fortnightly basis.
- Provide commercial support to account management teams on costing models and customer term and conditions, assist with credit control as required.

- Other duties include quarterly VAT returns, monitoring WIP and cashflow forecasting.
- You will likely need to supervise the Group-wide payroll function.
- You will also be expected to be flexible and assist in other financial and sister-company administration areas, as and when required.

## **BEING PART OF RIPPLEEFFECT MEANS**

- Actively participating in learning, development and feedback opportunities and cycles as required by our policies and procedures.
- Acting in accordance with relevant legislative and regulatory requirements as may apply from time to time.
- Promoting Equal Opportunities and avoiding any behaviour that either directly or indirectly discriminates against others on the grounds of any protected characteristic.
- Taking Health and Safety duties seriously to ensure your safety and that of your colleagues and clients.
- Being an active team player and attending team meetings and briefings to which you are invited.
- Being an ambassador of our values in the approach to your role, your colleagues and our clients (Curiosity, Transparency, Collaboration, Inclusivity & Resourcefulness).

## **OTHER DUTIES**

- You are expected to perform various tasks as necessitated by your evolving role within Rippleffect Group and its overall business objectives, as reasonably requested by your designated manager or the CEO.
- You must read and ensure you understand the current versions of our policies and procedures and undertake to act in accordance with them at all times.
- You may be required to work at other locations in accordance with the responsibilities and duties of your role.
- The above is not an exhaustive list of duties and may be subject to change.

## PERSON SPECIFICATION

**Job title** Financial Controller

**Department** Finance

| <b>QUALIFICATIONS AND TRAINING</b>  | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
|---|------------------|------------------|
| A recognised formal professional accounting qualification (ACA/ACCA/CIMA), or in the absence of formal qualifications, at least 5 years post qualification experience, ideally in a professional services, contracting or creative agency environment | Yes              |                  |
| Bachelors degree giving strong foundation in finance, accounting, or a related field  |                  | Yes              |
| Advanced Degree, such as a MBA, Master's in Finance, or CPA   |                  | Yes              |
| <b>KNOWLEDGE AND SKILLS</b>   |                  |                  |
| Fluent English-speaker.   | Yes              |                  |
| Advanced Excel skills for financial modelling and data analysis   | Yes              |                  |
| Proven ability to automate/streamline processes   | Yes              |                  |
| Demonstrable track record of management and delivery of projects to a high standard and to demanding deadlines  | Yes              |                  |
| Evidenced track record of providing commercial support to business partners that is insightful, timely and responsive   | Yes              |                  |
| Excellent communication skills both verbal and written, flexible to all levels of the Group   | Yes              |                  |
| Ability to produce clear and insightful presentations that deliver key messaging at the appropriate level of detail incorporating input from multiple stakeholders  | Yes              |                  |
| Strong analytical and problem-solving abilities to make data-driven decisions and address complex financial issues  | Yes              |                  |
| Proficiency in financial reporting standards and regulations, including IFRS (International Financial Reporting Standards) and GAAP (Generally Accepted Accounting Principles).   |                  | Yes              |
| Knowledge of international taxation, transfer pricing, and cross-border financial issues.   |                  | Yes              |
| Understanding of global business dynamics, international regulations, and currency exchange.  |                  | Yes              |
| <b>EXPERIENCE</b>   |                  |                  |
| Financial planning and analysis and experience of working in an equivalent role within a commercial environment   | Yes              |                  |
| Multi-currency group consolidation  | Yes              |                  |
| Cash flow forecast  | Yes              |                  |
| Fund flow forecast  | Yes              |                  |
| Treasury function   | Yes              |                  |
| International accounting standard application   | Yes              |                  |
| Managing multiple stakeholders, working with different country markets and forming excellent working relationships  |                  | Yes              |
| Experience of accounting systems, ideally Sage Line 50, Intact or NetSuite  |                  | Yes              |
| Worked at a senior level to refine processes to increase efficiency, streamline input from territory teams and aid regional consolidation each forecasting cycle  |                  | Yes              |
| Evidence of a flexible approach to providing ad hoc finance support to the Executive Leadership Team across all lines of group business   |                  | Yes              |
| Overseen, or been involved with, financial operations and reporting across  |                  | Yes              |

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| various countries and regions  |     |     |
| Experience of working within multinational organisations or overseeing international financial operations is crucial.  |     |     |
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| <b>PERSONAL ATTRIBUTES</b>   |     |     |
| Support a 'one team' approach within the finance team and across the group, building a network amongst the leadership community across lines of business and markets, sharing resources, knowledge and best practice |     | Yes |
| Commercial acumen – able to demonstrate previous contribution to company performance   | Yes |     |
| Inquisitive and forward-thinking - always challenging current methods and actively looking at ways to do things more efficiently   |     | Yes |
| An ability to build good relationships with, and communicate financial information to, non-financial colleagues  | Yes |     |
| Resilient and able to adapt to changing business needs and business practices, and legal requirements across various countries   | Yes |     |
| Excellent at time management and organisational skills   | Yes |     |
| Ability to push self and others to work to fixed deadlines.  | Yes |     |
| Professional and driven, demonstrating a keen intellectual curiosity   | Yes |     |
| Act as a role model in embodying core Group values and culture   | Yes |     |
| Self-starter with the ability to learn quickly and work in a fast-paced environment  | Yes |     |
| High ethical standards and integrity in financial reporting and decision-making  | Yes |     |