

# DIRECT WINES

<b>Position Title</b>	<b>Finance Manager – DW Production</b>
<b>Reports To</b>	Head of Finance
<b>Overall Job Purpose</b>	<p>To be responsible for monthly management accounts and to act as Business Partner to the General Manager of DW Production (DWP) and the Head of Finance .</p> <p>To drive efficiencies, growth and group integration of the production businesses in Bordeaux, South Australia, the Thames Valley and the international wholesale division.</p> <p>With the help of an Accounts assistant to provide all regular and ad hoc reports DWP and Franchise.</p> <p>Support and advise the French FC.</p>
<b>Key Responsibilities</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Prepare the monthly management accounts and reports, forecasts, budgets, 3 year plans and ad hoc reports.</li> <li>• Develop existing &amp; create new reports to support DWP's changing needs as it grows.</li> <li>• To provide accurate and timely information for individual businesses as well as the consolidated view when required to support decision making and strategy development.</li> <li>• Review and analyse information before submission and raise any concerns.</li> <li>• Monitor, review, forecast and manage cash flow and capex across DWP.</li> <li>• Assist with management and mitigation of FX risk, including liaison with Group Treasury.</li> <li>• Control and monitor sales commissions/incentives.</li> <li>• Pro-actively drive cost saving initiatives across DWP.</li> <li>• Manage the process of the implementation of purchase ledger functionality on AX.</li> </ul> <p><b>Handcrafted Wines</b></p> <ul style="list-style-type: none"> <li>• To perform month end close.</li> <li>• Support sales growth with financial models that identify the right product at the right price. Manage pricing, margin, discounts and commission/incentive payments. Support sales team with sustainable &amp; profitable pricing models and advising on and reviewing sales proposals.</li> <li>• Prepare monthly EC Sales list and VAT return.</li> <li>• Perform credit checks on potential new customers, regularly review debtors and ensure prompt payments are received.</li> <li>• Prepare weekly internal financial reports for HCW performance, track overheads and projected results, clearly identifying concerns.</li> </ul> <p><b>RedHeads (Australia)</b></p> <ul style="list-style-type: none"> <li>• Liaise with the Australian accountant and book-keeper to ensure correct financial information is available for review in time for monthly reporting requirements.</li> <li>• Track grape/bulk wine purchases, ensure range planning is aligned with budgets and create a financial vintage plan</li> <li>• Maintain costs cards and forecasts of production. Match to bottling deadlines and release dates/market demand.</li> <li>• Ensure costing for new wines/vintages is available 4 months prior to release date to provide "early" sales opportunities.</li> </ul>

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	<p><b>UK Wine Production</b></p> <ul style="list-style-type: none"><li>• To perform month end.</li><li>• Responsible for the accounting for a small UK wine production business.</li><li>• Close liaison with GM over management and progress of vineyard operations</li></ul> <p><b>Direct Wines France</b></p> <ul style="list-style-type: none"><li>• Support and advise the French FC when required.</li></ul> <p><b>Franchises</b></p> <ul style="list-style-type: none"><li>• To perform month end.</li><li>• Provide the support to the budget owners.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to degree level or equivalent</li><li>• Accounting qualification essential (ACA, ACCA, CIMA or equivalent)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Business partnering</li><li>• Responsible for the complete month end close of the entire ledger</li><li>• Working with foreign currencies, translations etc.</li><li>• Proven record of improving processes and reporting</li></ul>
<b>Personal Qualities and Skills</b>	<ul style="list-style-type: none"><li>• Task and results driven with ability to simplify complex processes</li><li>• Commercially intuitive, logical, good communication skills</li><li>• Accurate, with attention to detail and ability to multitask</li><li>• Team player with ability to work independently.</li><li>• Financial and Commercial acumen</li><li>• Autonomous, with strong interpersonal skills, ability to build relationships and challenge</li><li>• Understanding of wine production timelines &amp; some French would be a benefit (but not essential)</li><li>• Advanced Excel skills essential</li></ul>
<b>Reviewed</b>	March 2017