

Head of Finance

JOB SUMMARY AND SCOPE	
Department:	Finance
Location:	Lisburn, Head Office
Reports To:	General Manager / MD
Direct Reports:	Accounts receivable, Accounts payable & payroll administrator
Salary Band	£60k to £75k FTE commensurate with experience
Internal Functional Relationships:	Warehouse Operations; Procurement; Customer Service, Sales
External Relations:	Auditors, Banks and Customers
ABOUT US	
We are a leading independent veterinary wholesaler dedicated to supplying high-quality pharmaceuticals, equipment, and consumables to veterinary practices throughout Ireland and agricultural merchants in Northern Ireland. Operating within a high-volume, tight-margin wholesale distribution environment, we pride ourselves on exceptional customer service, strong supplier partnerships, and efficient supply chain management. We are continually investing in our people, systems and processes to support sustainable business growth.	

MISSION OF THE ROLE
As Head of Finance, you will take full ownership of the company's financial management, accounting operations, financial reporting and commercial performance. You will provide strategic financial leadership to the Managing Director and Senior Leadership Team whilst ensuring strong financial governance, regulatory compliance and robust internal controls. Leading a transactional finance team, you will develop financial capability across the business by transforming operational data into meaningful commercial insight that supports better decision making. A critical aspect of the role is acting as the finance super-user and internal champion for our ERP system, Epicor Prophet 21 (P21). You will drive continual improvement of financial processes, optimise inventory and margin reporting, automate workflows and maximise the value of our ERP investment. To champion the standards in Accounting Governance

MAIN RESPONSIBILITIES AND KPI'S
Leadership & Business Partnering • Lead, develop and mentor the Finance team, creating a culture of accountability and continuous improvement. • Work closely with the Managing Director and Senior Leadership Team to support strategic decision making. • Provide detailed financial analysis and commercial insight to influence business performance. • Build strong relationships across Warehouse Operations, Procurement, Sales and Customer Services. • Embed financial understanding throughout the organisation. • Support wider business improvement initiatives and cross-functional projects.

Financial Control & Reporting

- Prepare accurate monthly management accounts and complete month-end close.
- Produce monthly and annual financial reports.
- Lead budgeting, forecasting and variance analysis.
- Develop rolling cash flow forecasts and manage working capital.
- Produce statutory accounts and manage the annual audit process.
- Liaise with external auditors, banks and professional advisers.
- Ensure compliance with accounting standards, tax legislation and HMRC requirements, including VAT returns.
- Maintain robust financial controls, policies and governance.
- Produce Board reporting packs and ad hoc financial analysis.

Commercial Finance

- Monitor profitability, margins and business performance.
- Manage manufacturer rebates, supplier chargebacks and customer pricing agreements.
- Analyse business trends and identify opportunities to improve profitability.
- Provide insight into key commercial projects and investment decisions.
- Support departmental budget setting and monitor financial performance against targets.

ERP (Epicor Prophet 21) Leadership

- Act as Finance super-user and system champion for Epicor Prophet 21 (P21).
- Optimise finance processes through effective use of P21 functionality.
- Integrate Order Management, Purchasing and Inventory modules with the General Ledger.
- Improve automation of manual financial processes and reporting.
- Configure financial controls within the ERP system.
- Develop system improvements that enhance reporting accuracy, inventory visibility and margin protection.

Data Analytics & Business Intelligence

- Develop financial dashboards and KPI reporting.
- Provide insight into inventory, profitability, customer performance and operational efficiency.
- Support data-driven decision making throughout the business.

Inventory & Working Capital

- Partner with Warehouse and Procurement teams to optimise inventory management.
- Oversee stock valuation, obsolescence provisions and inventory reconciliations.
- Audit unvouched receipts, goods-in-transit and inventory movements.
- Support effective cold-chain logistics costing where applicable.
- Configure and monitor customer credit rules within P21.
- Ensure robust three-way matching of Purchase Orders, Goods Receipts and Supplier Invoices.

Payroll & Benefits

- Oversee payroll administration and employee benefits.
- Maintain confidentiality and compliance.
- Review external service providers and identify opportunities for improved efficiency.

ROLE PRIORITIES

- Supporting a growing business operating within a high-volume, low-margin distribution environment.
- Balancing operational finance with strategic commercial leadership.
- Maximising ERP capability to improve efficiency and reporting.
- Building strong relationships across multiple business functions.
- Developing systems, controls and processes that support future growth.

REQUIRED QUALIFICATIONS & EXPERIENCE

Essential

- Professionally qualified accountant (ACA, ACCA, CIMA or CPA).
- Minimum five years' experience in a senior finance leadership role.
- Previous experience managing and developing finance teams.
- Strong understanding of wholesale distribution, pharmaceuticals, FMCG, logistics or B2B trading businesses.
- Demonstrable experience producing management accounts, budgeting, forecasting and statutory reporting.
- Excellent understanding of financial controls, audit and compliance.
- Advanced Microsoft Excel skills.
- Strong analytical, commercial and communication skills.

Highly Desirable

- Minimum 2–3 years' hands-on experience using Epicor Prophet 21 (P21).
- Experience using Epicor Data Analytics (EDA), SQL or similar Business Intelligence tools.
- Project management experience.
- Experience improving finance systems and ERP processes.

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MANAGERIAL & BEHAVIOURAL COMPETENCIES

Managerial

- Leads and drives for improvements and shows curiosity and constructive challenge
- Able to set priorities and make decisions in ambiguous situations and take initiative and measured risks
- Shows a balanced understanding and intuition to deliver rounded recommendations
- Takes responsibility to deliver results on promises, showing tenacity to achieve a high-quality outcome

Behavioural

- Develops great relationships, fosters collaboration with other functions & departments, at all levels. Able to lead and motivate a team
- Inspires people towards positive achievement of common goals.
- Empowers and connects effectively with others through involvement, delegation and trust. Open to giving and receiving feedback

- Networks to learn & share from others.
- Looks outside areas of interest/expertise

PERSONAL ATTRIBUTES

- Strong leadership with the ability to inspire and develop others.
- Commercially minded with excellent business judgement.
- Curious, proactive and continuously seeking improvement.
- Comfortable challenging existing processes constructively.
- Excellent relationship builder across all levels of the organisation.
- High levels of integrity, professionalism and accountability.
- Able to prioritise effectively and make sound decisions in a fast-paced environment.
- Strong organisational and communication skills.

WHAT WE OFFER

- Salary of £65,000–£75,000 FTE depending on experience.
- Company Pension and benefits package inc. Private Health Insurance and Life Insurance
- The opportunity to influence the strategic direction of an ambitious independent business.
- Autonomy to shape the finance function and drive continuous improvement.
- A collaborative and supportive working environment with genuine opportunities to make a significant impact