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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Head of Finance | Department | Finance |
| Function | UK Finance | Site | Histon |
| Date | March 2021 | Approved by  (manager) | Wayne Gordon |

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| SECTION 2 – JOB SUMMARY |
| The role will provide financial support to the Finance Director Hain UK (“FD”) and wider UK teams. The role reports into the FD and is a great chance to develop business partnering skills.  Capable individual, preferably with FMCG or Retail experience and a demonstrable record of adding value through sound administration and insightful analysis.  Ability to deliver and meet deadlines imposed by International and the US.  The individual must be adaptable and happy working in fast moving environment team.  See detail role overview document. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| Operational finance – Lead, coach and inspire the operations accountants. Drive improvement in processes, reporting and performance. Designing, implementing business performance KPIs. | 30 |
| Commercial finance – Lead, coach and inspire the commercial finance team. Support growth initiatives with Sales and Marketing. Provide “what if” scenarios and provide sales support as needed. Challenge commercial decisions to achieve the company’s targets.  Overseeing and managing all activities relating to promotions including learnings and guidelines within governance framework. | 30 |
| Budgeting and forecasting – Responsible for coordinating and collating Annual budgets and quarterly forecasts. Challenging and presenting to senior leadership teams. Maintaining short term forecasts identifying any material risks and opportunities. | 30 |
| Business Partnering – providing support and challenge across the UK specifically to the logistics and procurement teams where necessary, identifying opportunities and risks to drive the business | 10 |

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| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | ACA/CIMA/ACCA qualified, part qualified Accountant or qualified by relevant experience |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | 7 + |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | * Advanced Excel * Demonstrate ability to build relationships * Evidence of commercial awareness and an enquiring nature * Demonstrable ability to work as part of a team * Commitment to work flexibly as appropriate |

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| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility | Direct/Indirect Budget | Size/Amount |  |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please put description and numbers |  | | |

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| SECTION 6 – CONDITIONS OF ROLE | |
| State any conditions for role  (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | Predominantly Histon based, with travel to other manufacturing sites and Leeds. |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 5 direct reports  Overall team c.9 |
| Head of Business Support |
| Head of Financial Accounting | Reports to (Job Title) | Finance Director Hain UK |
| Head of Controlling |
|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
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| SECTION 8 – SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |