

Job Description

Job title	Finance Manager	December 2025
Reports to (title)	Commercial Manager	
Contract/Department	Sky Spaces	
Location	Sky Campus, Osterley with travel to various locations	

Job purpose

Describe the overall purpose of the job in two or three sentences.

The primary responsibility of the Finance Manager is to ensure that the Company financial policies and procedures are rigorously applied across the account. This includes supporting delivery of the services across the account, enabling maximum financial performance whilst also ensuring risks are minimised. To provide guidance and support to account-based resource to manage the financial performance, under the guidance of the central Senior Finance Manager.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Production of accurate, transparent, and timely management accounts including:
 - Trading (profit recognition, project performance, overhead reporting)
 - Variance analysis of key drivers effecting revenue & GM performance.
- Management and improvement of monthly MI pack, support review with Senior Finance Manager and account SLT to discuss performance, future projections, opportunities and risk.
- Preparation of EMCOR UK budgets and forecasts, management of process, variance analysis.
- Monthly major project reviews with operational teams, identifying opportunity/risk to ensure project performance is accurate and up to date.
- Preparation and analysis of monthly spend, items outside budget, overspends/underspends, tracking against customer/account budgets and payroll analysis.
- Support preparation of the audit pack for both internal and external auditors.
- Production and analysis of account reviews fully reconciled to WIP.
- Preparation of contract underbill/overbill reconciliation with full transparency and support for monthly position.
- KPI costing and full understanding of contract liability.
- Ownership of service and extras client invoicing and submission to central billing team.
- Conduct analysis of invoiced works to ensure contract margin is achieved.

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- Management and reporting of WIP and debtor positions.
- Ensure appropriate financial controls are in place and adhered to.
- In conjunction with the Commercial Manager, oversee financial and commercial change notice trackers for the accounts.
- Support the account teams with all financial activities, including managing the fixed fee, timesheets, goods receipting and supplier invoice queries.
- Work closely with the customer finance teams and EMCOR UK credit control, ensuring all invoicing is carried out in line with contract requirements and timely payment is received.
- Ensure the Senior Finance Manager and Account Directors are fully apprised of any areas of concern in a timely manner.
- Support the account team with the management of annual purchase order raising to ensure orders are raised in a timely manner with all appropriate records stored correctly.
- Successfully complete any training required within target timescales.
- Always promote the image of EMCOR UK and maintain good working relationships with clients, suppliers and other external parties.
- Lead by example and behave consistently, in line with EMCOR UK's values.
- Establish a consistently positive working relationship with all customers and end users.
- Foster and encourage a working environment that promotes a learning culture, consistent objectives and values, training, development and monitoring of performance.
- Conduct succession planning for teams and individuals to encourage progression and internal promotion.
- Provide coaching and mentoring for team members as required.
- Complete any other reasonable requests as instructed by the management and leadership teams.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Line management of Finance Administrator (1no.).
Work with central teams (finance, HR, IT and procurement) to ensure contract compliance.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

Professional Requirements

- Ideally CIMA/ACCA/ACA qualified or QBE and experienced in working in fast moving, dynamic and challenging environments.
- Experience within the FM sector would be advantageous.
- Competent in the use of IT applications i.e. Word, Excel and Power Point.

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Personal Requirements

- A high level of understanding of the key financial drivers of a services business.
- Highly motivated, collaborative, enthusiastic and a strong team player.
- Commercially focused and highly organised.
- Ability to prioritise workload within tight deadlines and to a high standard.
- Adjust rapidly and effectively to changes in work demands or business needs.
- To be able to communicate at all levels, with excellent written and oral skills.
- To be self-motivated and to be able to motivate others, to be reliable and to be able to act with responsibility.
- Demonstrate a leadership style that includes mentoring and coaching, to encourage the best performance from team members.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

This role is part of a national account covering the UK and Ireland, so travel will be required. There is also an expectation for flexibility and overnight stays may sometimes be necessary (accommodation will be provided).

It is highly likely confidential information will be accessed and handled as part of the role; no confidential or sensitive information should be shared with any unauthorised person at any time.

The post holder must comply with the requirements of Sarbanes Oxley, ITAR (International Traffic in Arms Regulations), export law, other UK, European, US and international laws and standard financial accounting practices, including insider trading.

Line Manager	
Signature	
Print Name	
Date	

Job Holder	
Signature	
Print Name	
Date	

Job Description

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	