



Rutherford Cross



Complete**Cleaning**

## POSITION PROFILE

Finance & Commercial  
Manager



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Established for 40 years, Complete Cleaning Services is proud to be one of the most respected independent commercial cleaning companies operating throughout Scotland and Northern England. Supported by a dedicated team of 550 staff, the business offers high-quality service delivery, reflected in the fantastic success rate of customer retention through continuing to work with many of its original clients from 30 years ago.

Formed in 1984, the business has grown rapidly and developed a solid client base, servicing a wide variety of companies throughout Scotland and the UK. Complete Cleaning Services specialises in daily cleaning services to a vast range of commercial clients from large offices and retail store cleaning for high profile chains, to life science companies and large public venues. In addition to daily cleaning contracts, Complete Cleaning Services carries out specialist one-off cleans for major construction companies and house builders. Scottish Television and the Glasgow Royal Concert Hall are amongst the business's list of prestigious clients.

Complete Cleaning Services' workforce is made up of some of the best people in the cleaning industry. Contract Managers are employed for their people skills, professionalism, common sense and their extensive knowledge of the commercial soft service industry. Complete Cleaning Services is a member of BICS (British Institute of Cleaning Science); ISO 9001; ISO 14001 and is 'Safe Contractor Approved'.







**Job Title:** Finance & Commercial Manager

**Reporting to:** Managing Director

**Location:** Barrhead, Glasgow

The newly created role of Finance & Commercial Manager will report to the Managing Director. This is a key hire for Complete Cleaning Services as the business continues its steady growth. The role will sit as part of the senior leadership team and will have a broad mix of deliverables incorporating Finance, Commercial and HR duties.

The successful candidate will be an experienced accountant with a good knowledge of business processes. They will have the ability to control the finance function of the company, provide timely financial reports to the directors, supervise the team and ensure the smooth running of the payroll operation for 500 employees, while taking a lead role in the HR function and managing the office administration.

## Primary Responsibilities

### Finance:

- Lead the function managing and overseeing day to day duties of the team
- Prepare monthly management accounts, including financial accounts reconciliation
- Use and understand Sage 50 and Sage Payroll
- Manage the monthly budgeting process
- Close month-end and year-end and liaise with the external auditors
- Liaise with the MD and CEO regarding weekly trading, and report accurately
- Fixed asset management
- Cash flow management and analysis
- Prepare VAT returns
- Oversee other aspects of financial operations with the Business Support team (from payroll, invoicing, collection, credit control etc)
- Ongoing simplification of existing financial control processes and systems
- Develop MI to stakeholders in the business, this could include the introduction of dashboards and analytics tools



## Commercial:

- Oversee the full office function and provide day-to-day support to a varied team incorporating Finance, Commercial, Customer Service and HR
- Work closely with the Operations Teams and Suppliers, handling queries and co-ordinating sub-contractor visits with customers
- Track management holidays / absence and handle employee queries
- Be the main point of contact for HR enquiries within the business including liaising with external advisor when required
- Manage Accreditations - ISO9001 & 14001, H&S accreditations – Alcumus safecontractor, Constructionline, CHAS, SMAS, etc
- Method Statement / Risk Assessment / COSHH Assessment administration / mgt / knowledge
- Regular interaction with Contracts Managers, being highly proactive to resolve any queries as quickly as possible
- Sitting as part of the Senior Leadership team along with Operations Director, Customer Relationship Director and Operations Manager
- Being very 'hands-on' with their approach and flexible to pick up when required on a variety of tasks including diary management, ensuring a highly accurate invoicing process, timesheet submission and taking notes at meetings





For this role, the company is seeking either a fully qualified or qualified by experience accountant who has previous experience managing a finance function as well as a wider business support function. It is important the appointed candidate can manage different priorities effectively in a very fluid and fast-paced business environment.

As the business continues to grow, there is a real opportunity to develop more insightful MI which can help drive the business forward and this role will be key in advancing that. As a key part of the senior leadership team, the Finance & Commercial Manager will look after wider areas including HR and will have regular interaction with a range of stakeholders.

## Qualifications

- Professionally qualified accountant (CA, ACCA, CIMA etc) or a qualified by experience accountant with appropriate post-qualification experience

## Experience and Behaviours

- Ability to interact well with customers and suppliers
- Prior experience in the production of management accounts
- Strong interpersonally - able to confidently business partner with non-finance colleagues
- Analytically minded
- Good team player
- Confidential, discreet, and a strong moral compass are critical skills
- Have a basic understanding of HR processes and be able to liaise with Complete Cleaning Services' legal advisors
- Ability to be 'hands-on' in their approach, showing flexibility to be involved in a wide range of tasks to help support the running of an SME business
- IT literate to a good level





<b>Salary:</b>	An attractive salary and wider financial package are on offer commensurate with skills and experience
<b>Location:</b>	Barrhead, Glasgow



**Hazel Wynn, CFO Services**  
T: 07498 944 280  
E: [hazelwynn@rutherfordcross.com](mailto:hazelwynn@rutherfordcross.com)

## The Recruitment Process

- Initial interviews are with our retained advisors at Rutherford Cross
- Next stage interviews are with the Managing Director and CEO
- Applications should be sent to [hazelwynn@rutherfordcross.com](mailto:hazelwynn@rutherfordcross.com)