



# Job Title: Group Financial Reporting Manager

Department: Finance

Reports To: Group Finance Controller

Location: Central London

Band: C

Level: P2/P3

## Why

### Job Summary:

Following an internal review, the financial reporting responsibilities of the Director of Tax and Financial Reporting role will move to a newly created Financial Reporting Manager role reporting directly into the Group Financial Controller. This means that the Group Financial Reporting Team will now comprise two Financial Reporting Managers with a contractor providing additional support on more technical issues and projects. Each Financial Reporting Manager is responsible for oversight and support of different parts of the Group.

Vectura Group plc is a pharma business listed on the London Stock Exchange with operations in the UK, Germany, Switzerland and France. The Group's revenues are earned from the supply of finished products and devices, providing development services and licensing intellectual property. These revenues arising from long-term collaborative agreements with customers which can and do have unique terms.

The role forms part of the Finance Team in Vectura's Corporate Office in London.

In addition to the opportunity to define a new role, Vectura is an SME and therefore the role has the benefits of breadth and being more hands versus similar roles in larger businesses. This also allows for progression within the role as experience and technical competency is developed.

## What

Detailed business as usual accountabilities of the role are:

### Group Financial Reporting

- Own the following areas of risks and/or complexity ensuring no material audit issues:
  - Impairment assessment of the Group's goodwill and other intangible assets as well as the investments of the standalone plc company. This involves working with the Group Head of FP&A and with external advisors to ensure that the discount rates used in impairment tests are appropriate.
  - The retirement benefit obligation in respect of the Group's Swiss operations
  - The share based payment charge liaising with Company Secretarial and external advisors
- Prepare the Group's cash flow statement and the related notes.
- Calculate stress tests to support going concern and viability and summarise in a paper for the auditors and the Audit Committee.
- Own the KPI section of the Annual Report
- Assess IFRS15 transaction prices for allocated contracts ensuring that the correct amount of revenue is recognised.
- Prepare or input into detailed accounting papers for the auditors and summary papers for the Audit Committee.
- Work with the team to prepare the financial statements and associated notes
- Work with the team to deliver the audit to time and cost by ensuring that the auditors are provided with information on-time and queries are resolved in a timely manner. Work with the auditors to improve the efficiency of the audit process.
- Lead alignment between the financial statements owned by Finance and other sections owned by Investor Relations, Communications and Company Secretarial. Support these functions to clear queries raised by the auditors.
- Prepare analytical reviews for the Group's operations in Switzerland and France

**Consolidation and reporting system**

- Work with the team to control statutory reporting data and maintain the integrity of the Group’s consolidation and reporting tool.
- Deliver initiatives contributing to reducing the time required to report the Group’s results.

**Oversight of component reporting**

- Review monthly reporting from the Group’s operations in Switzerland and France to identify and resolve potential accounting issues before the half year and full year reporting exercises.
- Provide accounting support and expertise to component Finance teams

**Advisory**

- Monitor developments in IFRS, assess their impact and work with local Finance teams to implement the required changes.
- Assess the IFRS15 implications from allocated new collaborative arrangements or amendments to existing arrangements.
- Support Finance Business Partners and / or Legal on structuring and accounting for potential new or amendments to supplier contracts.
- Support on special projects as required (e.g. tax projects, accounting for business combinations or disposals, funding arrangements, new Finance processes or systems)

**Other**

- Support the team by performing peer review of areas of complexity and risk
- Work with the team to prepare statutory accounts for the Group’s UK entities, manage the audit process and file these by deadline
- Collate the data required for the annual renewal of the Group’s insurance policies

<b>How</b>	<b>Our behaviours</b>	
	<p><b>I clarify</b>, by asking appropriate questions, setting clear priorities, demonstrating openness to new ideas and adapting the way I communicate to make sure I’m understood.</p>	<p><b>I plan</b>, by creating clear actions, considering past learnings, identifying key milestones and stakeholders and revising the plan to address risks and opportunities.</p>
	<p><b>I deliver</b>, by agreeing defined dates and times for my commitments, completing tasks on time to the required standard, adapting to unforeseen circumstances and helping others to achieve our goals.</p>	<p><b>I share</b>, by considering the needs of others in how I communicate, explaining the reasons behind my decisions, testing and challenging and sharing my learnings for the benefit of others.</p>
	<p><b>I improve</b>, by giving and seeking constructive feedback, taking actions from the feedback received and seeking out opportunities to learn.</p>	
<b>Context</b>	<p><b>Interfaces:</b></p> <p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• All Levels</li> </ul>	<p><u>External</u></p> <ul style="list-style-type: none"> <li>• Auditors and advisors</li> </ul>

<p><b>Scope:</b> <u>Financial</u> (impact/budget)</p> <ul style="list-style-type: none"> <li>The role directly influences the results reported by Vectura and assists in controlling audit and advisory fees.</li> </ul>	<p><u>People</u> (Direct/Indirectly Manage)</p> <ul style="list-style-type: none"> <li>None.</li> </ul>	<p><u>Resources</u> (Equipment/Facilities)</p> <ul style="list-style-type: none"> <li>Laptop</li> <li>Mobile phone</li> <li>Office facilities</li> </ul>
<p><b>Environment:</b> <u>Work</u> (Office, Home ...)</p> <ul style="list-style-type: none"> <li>Office based</li> </ul>	<p><u>Travel</u> (% of time away from prime site)</p> <ul style="list-style-type: none"> <li>~10% - The candidate will need to visit, from time to time, the Group's main R&amp;D sites in Chippenham and MuttENZ (Switzerland) and its oral manufacturing facility near Lyon, France.</li> </ul>	<p><u>Hours</u> (Office, Shift, etc)</p> <ul style="list-style-type: none"> <li>37 hours per week</li> <li>Monday to Fridays</li> <li>Extended hours at certain times in the year, principally relating to external reporting</li> </ul>
<p><b>Education &amp; Experience</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Relevant professional qualification such as ACA, ICAS or similar</li> <li>Minimum of one year post qualified experience</li> <li>Excellent up to date knowledge of IFRS</li> <li>Comfortable with multi-currency consolidations</li> <li>Comfortable working with large spreadsheets and management of data therein</li> <li>Track record of being hands-on and getting things done</li> <li>Strong communication skills (written and verbal) particularly in being able to communicate simply and in a meaningful way to non-subject matter experts both at senior and junior levels</li> <li>Ability to build effective relationships at all levels internally and with professional advisers and the auditors</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Experience of the pharma industry and accounting for long-term collaborative arrangements</li> <li>Experience in industry</li> <li>French and German literacy</li> </ul>	