Job Description

BAFE Group Finance Manager

September 2026

Details

- **Position:** BAFE Group Finance Manager
- **Reporting to:** Group Chief Executive Officer
- **Salary details:** £50,000 - £55,000
- **Working hours:** Full time - 35 hours per week, Monday to Friday
- **Location:** BAFE Group Head Office (Bedfordshire) and remote/hybrid working by agreement

BAFE Group Overview

The BAFE Group comprises BAFE Holdings Limited, BAFE FireQual Ltd (FireQual) and BAFE Limited (BAFE).

BAFE is the United Kingdom's independent registration body for Third-Party Certificated fire safety organisations and provides UKAS accredited third party certification schemes across a broad range of fire safety sector disciplines.

FireQual is a specialist Awarding Organisation (AO) for the fire safety sector. The AO is regulated by Ofqual and Qualifications Scotland Accreditation (QSA) and provides regulated qualifications, recognised programmes and CPD that support competence, professionalism and quality across a range of fire safety disciplines.

FireQual and BAFE are wholly owned subsidiaries of BAFE Holdings but work independently with a range of fire safety sector stakeholders to develop and deliver products that meet industry and regulatory requirements.

The Role

The BAFE Group Finance Manager is a new senior corporate role reporting directly to the Group CEO. We are seeking a proactive, commercially minded finance professional to take ownership of financial management, reporting and controls across a growing group of companies, including newly formed subsidiaries. This broad, hands-on role combines technical accounting, practical business partnering, systems improvement and senior stakeholder support.
The successful candidate will lead the month end reporting cycle, maintain accurate financial records across group entities, support budgeting and forecasting, and help build scalable processes as the business grows.

As a member of the BAFE Group Management Team, you will work closely with Directors, Senior Managers and Team Members to provide clear financial insight, report on fiscal activity and key performance indicators, support process improvement, and implement agreed financial policies, procedures and associated arrangements. The postholder will contribute to the BAFE Group's strategic objectives, support delivery of the annual operating plan, manage cash management activity and help ensure compliance as the Group expands.

Duties and Responsibilities

- Lead the month end close process across the group, ensuring timely, accurate and well controlled reporting for each entity
- Prepare monthly management accounts, board-level reporting packs, variance analysis and meaningful commentary on business performance
- Maintain oversight of the general ledger, balance sheet reconciliations, accruals, prepayments, fixed assets and intercompany balances
- Manage cross group transactions, recharges, reconciliations and eliminations, ensuring appropriate documentation and consistency across subsidiaries
- Develop and monitor budgets, forecasts and rolling cash flow projections, highlighting risks, opportunities and funding requirements
- Support the Directors with financial insight, scenario modelling, business planning and commercial analysis to inform strategic decisions
- Coordinate the annual accounts process, including preparation of year-end schedules and liaison with external accountants, auditors and tax advisers
- Ensure compliance with relevant UK accounting, tax and statutory filing requirements, including VAT and other returns as required
- Oversee day-to-day finance operations, including bookkeeping, purchase ledger, sales ledger, credit control, payment processes and payroll cost reporting
- Maintain and improve Sage Intacct, ensuring data integrity, effective controls, efficient workflows and clear reporting structures
- Support the integration and improvement of finance-related systems, including links between Sage Intacct, Salesforce and other operational platforms
- Design and document scalable finance processes, controls and policies appropriate for a growing group structure
- Provide constructive challenge and financial guidance to budget holders and senior stakeholders
- Support projects relating to subsidiary formation, group structure, overseas expansion, system implementation and process improvement

- Promote a culture of accuracy, accountability, continuous improvement and strong financial governance across the business

Essential Criteria

- Fully qualified accountant, or actively working towards ACA, ACCA, CIMA or equivalent, with substantial relevant experience in finance management, management accounting or financial reporting role

- Strong technical accounting knowledge, including month-end close, management accounts, balance sheet reconciliations, accruals, prepayments, fixed assets and financial controls

- Experience preparing clear, accurate and timely financial reporting, including variance analysis, commentary and information for senior management or board-level review

- Practical experience of budgeting, forecasting and cash flow management, with the ability to identify financial risks, opportunities and key performance trends

- Experience working across multiple entities, departments, cost centres or reporting lines, with a sound understanding of intercompany transactions and group reporting requirements

- Good working knowledge of UK accounting principles, statutory reporting processes and core compliance obligations, including VAT and year-end support

- Strong analytical and problem-solving skills, with the ability to interpret financial information and explain it clearly to non-finance colleagues

- Confident communication and stakeholder management skills, with the ability to advise, influence and constructively challenge Directors, managers and operational teams

- Advanced Excel skills and confidence using finance systems, reporting tools and data to improve accuracy, efficiency and insight

- Highly organised, accurate and deadline focused, with the ability to prioritise workload in a varied, hands on SME environment

- Proactive, commercially aware and improvement-focused, with the confidence to take ownership and help build scalable finance processes as the business grows

Desirable Criteria

- Previous experience in a Group Finance Manager, Finance Manager, Financial Controller, Senior Management Accountant or similar role within an SME, founder-led or growing business

- Experience supporting newly formed subsidiaries, group restructuring, multi-entity reporting, consolidation processes or overseas expansion

- Experience using Sage Intacct and/or Salesforce or working with finance systems that integrate with wider operational or CRM platforms

- Experience improving finance systems, automating reporting, streamlining processes, documenting controls or strengthening financial governance

- Experience coordinating external accountants, auditors or tax advisers, including preparation of year-end schedules and statutory accounts information

- Experience developing management information, dashboards, KPIs or reporting packs that support commercial decision-making

- People management, mentoring or supervision experience, or clear potential to develop into a finance leadership role as the business grows

- Commercial experience supporting pricing, profitability analysis, project appraisal, investment decisions, contract review or operational performance reviews

- Experience working in a business with evolving structures, new entities, changing systems or a need to professionalise finance processes

Employee Benefits Package

- Competitive salary with discretionary bonus scheme
- Generous contributory pension scheme
- Learning and development opportunities
- 25 days annual leave plus statutory holidays (Birthday leave)
- Free on-site parking
- Free eye tests
- Private medical insurance
- Death in service (life insurance)

Equal Opportunities

BAFE Group is committed to encouraging equality, diversity and inclusion and to providing equal opportunities in employment. We welcome applications from all suitably qualified candidates and will not discriminate unlawfully on the basis of any protected characteristic. We are committed to fair, transparent and inclusive recruitment practices and will make reasonable adjustments where required to support candidates throughout the recruitment process.