

# Waterstones

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| <b>Job Title</b>                     | <b>Finance Transformation Senior Manager</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Reports to</b>                    | Finance Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>About us</b>                      | <p><b>Waterstones is the cornerstone of bookselling across the UK and Ireland. Joining Waterstones means being an active part in a success story that began in 1982, and books are as popular now as the day we started.</b></p> <p><b>Trading across the UK, Ireland and Europe, we are present in over 350 shopping locations, where Waterstones continues to thrive, each year actively pursuing a programme of new bookshop openings. Online at Waterstones.com, we meanwhile mirror the essence of our bookshops, further showcasing the unique enthusiasm and knowledge of our booksellers.</b></p>                                                                                                                                                                                                                                                                                                                 |
| <b>Purpose</b>                       | <p>To be responsible and lead for the finance transformation strategy.</p> <p>Finance transformation includes operational initiatives, automation and process improvements, cross functional projects requiring finance support and wider finance projects.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Key Responsibilities</b>          | <ul style="list-style-type: none"> <li>• Help define and lead delivery of the Finance transformation strategy.</li> <li>• Working to ensure finance systems and procedures enable and empower the Finance function to complete all deliverables with a high-level of accuracy, efficiency, and insight.</li> <li>• Contributing to modernising the finance systems and infrastructure to ensure they are fit for purpose both now and when taking account of strategic growth, and future plans.</li> <li>• Planning and tracking a variety of project initiatives to ensure their successful development, implementation, and completion.</li> <li>• Ensuring a solid communication strategy to keep all stakeholders involved and informed.</li> <li>• Proactively looking for opportunities to make enhancements and improvements to current and future finance systems, processes, reporting and analysis.</li> </ul> |
| <b>Experience and Qualifications</b> | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience in project management within finance transformation or change programmes.</li> <li>• Strong understanding of finance and accounting principles with a track record of delivering financial systems and business change projects.</li> <li>• Proven ability to manage end-to-end projects.</li> <li>• Experience in managing multiple workstreams</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• An accounting background is desirable.</li> </ul>                                                                                                                                                                                                                                                                                                                                                   |

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| <b>Person Profile</b>            | <ul style="list-style-type: none"><li>• Excellent problem-solving skills.</li><li>• Proven ability of hands-on analytical skills.</li><li>• Exceptional written and verbal communication skills, with the aptitude to influence and engage stakeholders at all levels.</li></ul>                                                                                                                                                                                   |
| <b>Key working relationships</b> | <ul style="list-style-type: none"><li>• Finance Director</li><li>• Finance Team</li><li>• Key stakeholders within the business as defined by any project in scope.</li></ul>                                                                                                                                                                                                                                                                                       |
| <b>Diversity Statement</b>       | <p>At Waterstones, we are committed to creating a workplace that is fair and inclusive to people from all backgrounds, perspectives and experiences, and we strive to promote an inclusive work culture.</p> <p>We are working hard to ensure our recruitment processes are free from bias, and our aim is to be truly representative of all sections of society and our customers, and for each employee to feel fully respected and able to give their best.</p> |
| <b>Reasonable Adjustments</b>    | <p>We understand that some disabled applicants may, due to the nature of their disability, find some parts of the recruitment process challenging. If you need any reasonable adjustments during any part of the interview process, please make these known either to your interviewer or the person you liaise with when setting up your interview.</p>                                                                                                           |