JOB SPECIFICATION
HEAD OF GROUP FINANCE

ROLE OVERVIEW	
Department	Finance
Location	The Head of Group Finance role requires working from our office in Ashington, Northumberland
Reports to	Managing Director
Direct & Indirect reports	5
Hours	Monday to Thursday, 8.30am to 5.00pm; Friday, 8.30am to 2.30pm (37.5 hours a week).
Contract & Terms	Permanent You must have the right to work in the UK. Successful candidates will be required to undergo a basic DBS check as we manufacture for high security sites.

About Raytec

Founded in 2005, Raytec are world leaders in LED lighting for safety and security. We design and manufacture specialist LED lighting products and sell across the world, from our offices in the UK and Canada. Since 2012 we have been part of the OPTEX Group, a Japanese public company, and in 2025 we acquired our Finnish subsidiary, Atexor. We have over 100 employees and we have half a million products in active service in some of the world's most challenging environments.

Raytec are a global business and we aim to operate without leaving a footprint on our planet.

Purpose of the Job

As we grow towards doubling the business, we are elevating this role from financial control to full financial leadership across an international group spanning the UK, Canada and Finland. This is a genuine step up for an ambitious finance leader who wants to help shape the future of the business, not only report on its past.

The role succeeds a long-serving and highly respected Financial Controller during a planned handover, giving the successful candidate time to learn the business while taking it forward. The four core reasons the job exists are:

- Provide financial leadership across the Raytec group (Raytec Ltd, Raytec Systems Inc and Atexor Oy), taking overall control of accounting, reporting and financial governance across multiple currencies and locations.
- Act as a strategic and commercial partner to the Managing Director and senior team, bringing judgement and financial insight to shape decisions rather than only report on them.
- Move the finance function beyond a reporting model towards forward-looking control, giving the business the visibility, forecasting and analysis it needs to double in size.
- Own commercial governance across the group, including contracts, risk and the financial integrity of the group's growth and acquisition strategy.

Main Duties and Responsibilities

- Take overall responsibility for the accounts across Raytec Ltd, Raytec Systems Inc and Atexor Oy, ensuring accurate, consistent and timely consolidated reporting across all currencies and locations.
- Lead the consolidation of monthly management accounts, budgets and forecasts for the group, with clear commentary, variance analysis and insight for senior management.
- Prepare and own the monthly, quarterly, half-yearly and annual reporting packs for the Japanese parent (OPTEX) to tight deadlines, maintaining the trust and transparency Raytec is known for.
- Contribute directly to strategy discussions, bringing financial modelling, scenario planning and commercial judgement to major decisions on markets, products, pricing and investment.
- Develop and own forward-looking control tools, including cash flow forecasting, group consolidation, currency management and long-range financial planning aligned to the Mid-Term Plan.
- Build a thorough understanding of the group's manufacturing costs and margins and drive strong control and high-visibility reporting of these to the senior team.
- Implement robust cost controls and accurate, timely reporting of overheads across the group.
- Lead the financial integration of Atexor Oy and provide decision support on future acquisitions and synergy delivery.
- Take ownership of commercial contracts and risk, including review, negotiation support, insurance renewals, lease commitments and the group Risk Control Matrix.
- Manage and liaise with internal and external audit teams across the group, ensuring statutory compliance and successful audits in each jurisdiction.
- Ensure all salary, pension and statutory requirements are managed correctly.
- Lead, develop and mentor the finance and administration team, building capability in line with the group's long-term growth.

Person Specification

Essential

- Fully qualified accountant (ACA, ACCA, CIMA or equivalent).
- Proven experience of financial leadership within a manufacturing business.
- Experience of group or multi-entity finance, including consolidation across multiple currencies and international locations.
- A track record of contributing to strategy and commercial decision-making, not only financial reporting.
- Strong forecasting, modelling and forward-looking financial planning skills.
- Production of monthly management accounts with commentary and variance analysis.
- Sound commercial judgement and the confidence to be accountable for financial decisions.
- Experience of managing audit, compliance and internal control across a business.

- Excellent communication skills, with the ability to work with senior stakeholders including an international parent company.
- The ability to lead, develop and grow a finance team.

Desirable

- Experience of financial integration following mergers or acquisitions.
- Experience working within a group owned by an overseas parent company.
- Familiarity with ERP systems (ideally SAP Business One).
- Experience of contracts and risk management.
- Willingness and availability to travel internationally as required.

Competencies & Behaviours

Raytec pride ourselves on our core values and expect our employees to do the same:

- **Expertise**: We strive to be experts in our field. We use our knowledge and experience to deliver outstanding products and customer service.
- **Initiative:** We're not content with standing still. We push boundaries and improve how we do things on a daily basis.
- **Integrity:** We're honest, approachable, and open to change. We set high standards and take pride in the work we do.

In addition to our core values, the Head of Group Finance should demonstrate:

- A long term vision for the department, looking forward and providing a strategic plan as we continue to grow the Raytec brand
- Commercial governance to manage commercial relationships, contracts, risk and compliance
- Strong leadership to motivate and develop the team through training, monitoring KPI's and deliverable measures for their role

Development & Progression

Onboarding: We offer a thorough and supportive induction process. We believe it is important that every employee understands how Raytec operates and how their role contributes to our success.

Growing in the role: Employees have monthly 1-2-1s and are encouraged to complete Personal Development Plans. Expertise is highly valued at Raytec, and learning is at the heart of staff development. Employees also have the chance to contribute outside their day-to-day via participation in employee-led action teams.

Where it can lead: Raytec has ambitious growth targets with opportunities in many areas arising every year. Opportunities are given to those who demonstrate our key values, show passion for their goals, and who share a vision for the future. Vacancies are advertised internally and everyone is encouraged to apply, whatever their department.

Benefits

Raytec offer a generous salary and benefits package to our employees, these include:

- Competitive salary, commensurate with a Head of Finance role
- Attractive Bonus Scheme
- Company stakeholder pension
- Healthcare & Wellbeing Scheme

- 25 days' holiday, plus bank holidays
- Additional leave for long service starting at 2 calendar years
- Cycle to Work scheme
- The Raytec Employee Club (TREC), with social events, sports activities and parties
- Free onsite monthly catering
- Long service incentives and rewards including vouchers and events
- Discounted gym membership (Places Leisure)

Equal Opportunities

Raytec Ltd is an equal opportunity employer, in line with our Diversity, Equality & Inclusion policy. We select on aptitude and ability alone and welcome applications from everyone. We will make reasonable adjustments at any stage of recruitment.