

ADEPT

CIVIL AND STRUCTURAL CONSULTING ENGINEERS



RECRUITMENT BRIEF

FINANCIAL CONTROLLER / MANAGER

LEEDS



This is an exciting opportunity to join a dynamic, strongly established civil and structural engineering consultancy with an excellent reputation for the delivery of complex and specialist projects.

Adept was founded in January 2007 by business partners Erol Erturan, Richard Parker and Matthew Ramsden. Neil Brown joined in 2019, followed by Paul Gill and Gareth Shepherd in 2021 as Directors of the company.

We have a 'hands-on' Director led approach to carefully manage progress on every job and collaboratively develop solutions with the team which **maximises value**.

We are customer focused and know how to **listen** well and collaborate with clients, stakeholders and third parties, which is why **80% of our work is generated from repeat business**.

Highly responsive, we employ the best staff who work collaboratively to Engineer Better Together using the latest technology to deliver innovative best value civil and structural solutions on time.

Our expert teams focus on delivering high quality customer services and high value returns from our offices in Leeds, Sheffield, Manchester and London.

Our Sectors:

- Commercial
- Distribution
- Education
- Energy
- Extra Care
- Food Processing
- Healthcare
- Hotel & Leisure
- Listed buildings
- Residential
- Retail
- Warehousing



The Opportunity

Over the last few years the company has grown significantly, and we plan to double in size over the next 5 years.

We are now looking to appoint a Finance Manager to join the business in this newly created role. The role will be based primarily in Leeds but work alongside other offices in producing informative financials and working closely with the current Board of Directors we would look to continue the successful growth of business.

SKILLS AND RESPONSIBILITIES

- Responsible for the end to end reporting of the month end financials and produce meaningful commentary for the Board including Management Accounts, P&L for each Business Unit and Team Fee Reports
- Establish a stringent credit control process in order to provide structure around the current collection process, reducing outstanding days and monies
- Provide accurate revenue reporting and continually re-forecast on projects in order to manage costs and variables
- Manage the daily and weekly cashflow, monitoring the bank
- Work closely with the project teams to establish a structured revenue forecast, monitoring the budget position on a weekly, monthly and quarterly basis
- Provide accurate cost analysis around internal expenditure and promote accountability
- Implement MI reporting pack, monitoring KPI's around product, revenue, sales and client profile
- Devise an end to end WIP report from inception to invoicing, providing accurate YTD position against projected revenue budgets
- Manage all the company payroll, HMRC and VAT compliance as well as be the main point of contact for any financial queries
- Manage all the transactional reporting, expenses and accuracy around the TB
- Work closely with finance and non-financial personnel to raise the financial profile throughout the business and lead the department with integrity and confidence
- Assisting the Directors in financial modelling for anticipated changes in line with the strategic business plan
- Assisting the Directors in implementing relevant financial controls and measures to suit the business growth





Why consider this opportunity?

BENEFITS

Our Leeds office is a high quality office space in a restored mill situated on the historical Farsley Town Street.

This is an exciting opportunity to join a forward thinking company. We are offering a competitive salary which is dependent on experience. We are also offering a range of benefits inclusive of:

- a contributory pension
- healthcare scheme
- free on site parking
- paid professional membership fees
- 25 days annual leave (in addition to bank holidays)
- tailored training opportunities
- opportunities to attend a range of employee social events
- a discretionary profit and performance related annual bonus up to one month's salary
- £100 birthday bonus

The successful candidate will be working with a highly motivated and committed team who successfully deliver an interesting and broad range of civil and

structural engineering projects, within sectors such as healthcare, education and residential.

Our office is a friendly and supportive working environment. Our 93% retention rate and annual appraisal staff feedback demonstrates Adept's employee satisfaction.

We genuinely believe in the benefits of providing a pleasant working environment where staff are respected, informed and given opportunities to better themselves.

We have a Social Committee who organise and run regular social events every year. Recent events have included the Tough Mudder Challenge, an American pool tournament, a bowling tournament, a Krypton Factor Challenge, a team building weekend away, a virtual golf tournament, a casino night out and monthly sponsored pub outings.

Our dedication to valuing and nurturing our employees has been recognised by Investors In People.

Adept is an Equal Opportunities Employer

The Growth of Adept

Over the years we have invested a significant amount of time and money into the development of our business, BIM and staff training. Growth and evolution is key to the success of Adept.

Turnover, profit, overall growth and client diversification have been very positive over the past few years.

2020 Covid Curveball

Despite the difficult times during 2020 we have managed to maintain turnover, win places on three important public sector frameworks and secure some significant new clients. Like many small businesses our short term goals have been pushed back to 2021, but our long term goals remain the same.

Crucially, we have made some significant staff appointments this year, welcoming a new Associate in Manchester and a Regional Director in Leeds. We also opened a new satellite office in Sheffield. These changes have secured our stable position in the market place as one of the leading engineering consultants in the North, and will bolster our efforts to grow the business.

Subject to work winning, we will require further staff to support our leadership level staff and ensure we continue to resource projects accurately.

Our long-term plans include the diversification of Adept's services to include project and information management, lead consultancy and geo-environmental site investigations, including setting up associated companies with motivated key individuals.

We plan to appoint a Director in London in 2021 as part of our long-term growth strategy. The Leadership Team will become

key in sustaining our business growth and in mentoring their teams.

Previous Performance

2018 was our most successful year to date and we recruited more staff than ever before.

Our turnover increased 25.5% in comparison to 2017, staff numbers increased by 13% and we won a prestigious award from the Institute of Structural Engineers.

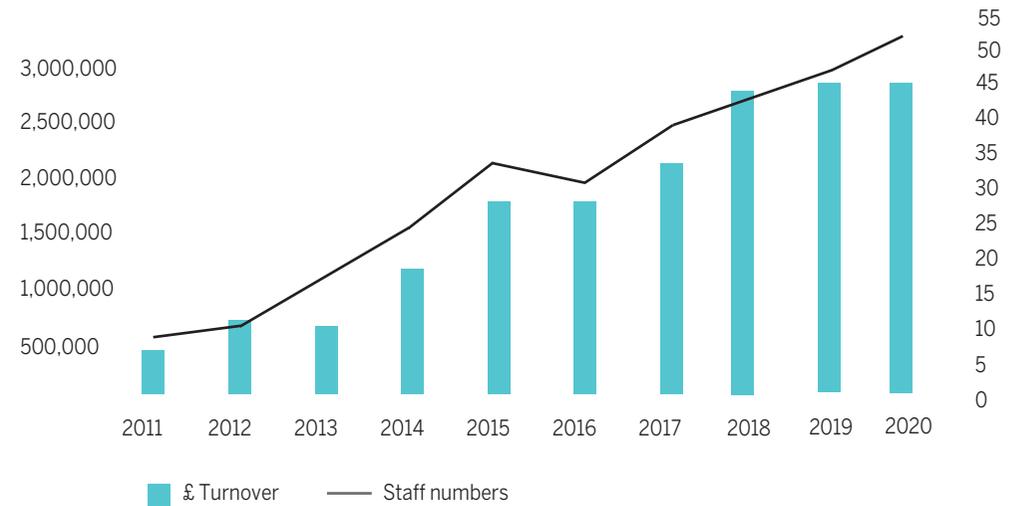
The award, the **Best Medium Sized Structure of 2018** (Yorkshire Regional Group – Medium Sized Business), for the prestigious £9.5m Ridding Park Spa Redevelopment, recognised our holistic approach to achieve innovative solutions to technical problems in an efficient and sustainable manner.

We also secured our largest project to date, an **£89m re-development scheme with Henry Boot Construction. The Glass Works** is a major town centre development in Barnsley and is located on a 3.8 hectare site around Cheapside. The development is very significant for the region and will provide 590,000 ft² of entertainment facilities inclusive of shops, restaurants and a multi-screen cinema.

The Growth of Adept

Within our industry we are recognised for leading service excellence and professional development. This has created a loyal client base that continues to grow and diversify

Adept's Growth



Investors In People



Adept Consulting Engineers have achieved an Investors in People accreditation. Here are just some of the comments from the IIP Assessor:

“Adept Consulting Engineers has some great foundations in place with regard to best practice and this is commendable for a company of its size. In particular **the** culture of collaboration and professionalism, especially when some of the employees are young, is excellent.”

“The company motto ‘Engineering Better Solutions Together’ describes a truly **collaborative way of working** whether that is internally between colleagues or externally with stakeholders such as clients or contractors or even the wider community through the CSR work undertaken by the organisation.”

“The directors are held in high regard by employees who have confidence in the business being taken in the right direction. There is clarity of vision, purpose and objectives and **people** trust that the leadership team will take the business forward.”

“Innovation as a thought process is regarded as being ‘part of the DNA’ of the business and a catalyst for change. **The business is** quick to adopt new technology where ever financially viable and regards this approach as a necessary part of its growth strategy.”



Culture & Social Value

We know that a happy workforce leads to increased morale, productivity and efficiency.

CULTURE AND TEAM

Our culture is based on being entirely staff and customer focused. We invest in tailor made training programmes (apprenticeship schemes, degrees, software and technical training and sales and management training) for our staff, to help them develop and progress in their career. Our staff have a wealth of experience, talent, skills and industry knowledge.

Our staff have taken part in a number of charitable events over the years, to raise money for different charities including Action Medical Research and Barnados:

- Yorkshire 3 Peaks
- York Cycling 100km Route
- Windermere 20 Challenge

A number of staff also provide 'volunteering days' to Lineham Farm Children's Centre in Leeds (who aim to enhance the lives of local children by organising respite breaks and holidays) to help out with improvements to the facilities. All Adept staff are provided with two days paid volunteering leave per annum.

Adept promotes social responsibility, growing our own talent, and promoting engineering and construction to young people.

APPRENTICESHIP SCHEME

Adept runs a successful Apprenticeship programme, employing students from Leeds College of Building and Barnsley College. Every year new apprentices are recruited and developed, enabling them to learn and thrive.

We are proud of our ability to support the engineers of tomorrow and have employed at least one apprentice every year since 2008.

Nine members of our team have come through this route, and we continue to support Higher Apprenticeships to degree level. Our very first apprentice is now a senior engineer, having graduated from a university degree funded by Adept, and is now running his own complex scheme. A number of other Adept apprentices are currently studying at university.

EXECUTIVE TRAINING

Management training is offered through a number of professional organisations and business mentors who we have developed strong relationships with over the years. We draw upon their qualified experience to reflect on our methods and guide our business development strategy forward.

Our continued involvement with the Goldmans Sachs 10KSB scheme, gives access to a variety of leadership level training and development courses.



Our Business Values

Adept is a technology led organisation built around collaborative values.

We work to Engineer Better Together using BIM.



Innovation

We design using the latest technology to deliver better results for our customers.
Committed to **BIM** and **Industry Standards**.

Excellence

Leaders in quality service and professional development,
Customer focussed, personal and highly **responsive**.
We know how to listen well and deliver value at every stage.

Collaboration

We seek full collaboration at all levels, working in partnership to **exceed** customer expectations through open and honest communication.

Caring

Understanding our clients **requirements** and **targets** is important to us. We provide high levels of customer care to meet their needs.

Sustainable

Responsible sourcing of materials and labour.
We look after the **environment** and consider the carbon footprint of our activities.



ENGINEERING ETHICS
BETTER TOGETHER



Build your future and become a part of our success

INTERESTED?

To apply please email your CV and covering letter to jobs@adeptcsce.com

Adept is an Equal Opportunities Employer

