

Manager Business Service

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Company: Sibelco

Location: Genk

Category: other-general

Role Purpose:

Within the Finance, Human Resources and local procurement team (internally known as Business Servicing Team-BST) we are looking for a Finance & Administration Manager for our operations, being two clusters in in Poland (Glass recycling and minerals business having ~ € 80 mln revenue)

The function is combining these Countrywide expertise domains with the business partnering of one cluster (the minerals business) with the Director Operations and Director Commercial. In your role you will guide the Commercial and operational directors in driving the business and performance by providing them with actionable insights.

This role is a true enabler for the business and will be supporting our facilities across Poland and Estonia with the support of 10 team members including General accounting (A-Z accounting, Accounts Payable), Business controlling, HR (payroll, HR, industrial relations), and Procurement team members. You will be working closely with the Director of Operations in driving the Finance and HR Agenda as well as support to foster employee engagement.

The Manager Business Services understand the business of the cluster and knows the issues and challenges the Directors Operations and Commercial for the cluster face and contributes to the performance of the cluster by providing analysis and insights from the different functional support teams.

We offer working conditions where a combination of home and office-work is possible.

Responsibilities:

- 1) Financial accounting and local Tax: Manage the financial accounting (AP/AR), General accounting and monitoring, and reporting systems for all legal entities within the country. Direct and coordinate tax reporting (corporate tax, VAT, payroll taxes) within the country
- 2) Financial compliance: Ensure compliance with accounting policies and regulatory requirements. Manage and coordinate the annual external audit process
- 3) Controlling: Perform and deliver product cost planning, analysis and reporting. Drive and deliver period end-closing analysis and reporting, perform and deliver inventory accounting, and set up and deliver cluster budget and forecast.
- 4) Human Resource Management: Responsible for attracting and retaining all non-managerial level roles in the cluster, managing recruitment for these roles and facilitating performance & talent management for people within the cluster, as well as dealing with new hire onboarding and employee offboarding.
- 5) Payroll and employee benefits: Ensure employee benefits are properly implemented and administered in compliance with relating policies, procedures and practices
- 6) Procurement: Oversee the generation of PO requests for the cluster and resolve PO mismatches. Negotiate supplier contracts for and execute small value purchases. Handle master data change requests and contract changes.
- 7) Business Partnering: Responsible for planning, organizing, and coordinating the support to the operations and commercial teams within the cluster. Act as a liaison between the operational and commercial cluster team and the sub-regional and global support teams. Support the Directors clusters in developing and executing improvement initiatives with the aim to improve cluster performance.
- 8) Compliance: Ensure E2E processes in the cluster are run in compliance with the globally defined E2E processes and operating model. Escalate compliance issues and risks identified to the director operations and director commercial cluster.
- 9) People Management: Attract, lead, coach, appraise and develop the Business Services team (10 members), ensuring staffing, and stimulating talent management (workforce & succession planning, performance management, etc.) through full reporting lines.

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