

## Finance Manager

### THE JOB

Roles and responsibilities include:

- Management of purchase ledger; ensuring that all suppliers are paid on time and accurately
- Drive a project to ensure that all purchase invoices are scanned
- Preparation of monthly supplier statement reconciliations to ensure completeness of the purchase ledger
- Develop a system and monthly reporting system to meet the new requirements for the “payment of creditors” disclosure
- Ensure that the VAT and CIS treatment of invoices in the general ledger are accurate at the point of entry
- CIS returns and pay over of deductions to HMRC
- Annual business surveys
- Perform a small amount of credit control
- Balance sheet reconciliations – purchase and sales ledger control account reconciliations, payroll and payroll taxes/pension reconciliations
- Prepare monthly rolling cash forecasts for the Group
- Monitoring compliance with the Revolving Credit Facility and preparing drawdown requests and repayment schedules as required to meet the cash needs of the business
- Prepare quarterly banking and loan covenant reporting for lenders
- Responsibility for calculating interest and repayments on loans and booking monthly journals for these and associated balances such as draw downs, writing off loan fees etc..
- Post all cash transactions to the general ledger
- Preparing adhoc payments
- Opening new bank accounts, keeping banking mandates up to date
- Prepare bank reconciliations monthly for every bank account
- Documentation of core process transactions, flows and controls

### THE PERSON

- You will be a recently qualified ACA/ACCA/CIMA qualified accountant or qualified by experience with a strong technical knowledge, with an opportunity to develop your experience further
- First class inter-personal and communication skills are essential, a high degree of systems literacy (particularly with Excel and Power Point) required and a committed approach with an attitude of being willing to go the extra mile when necessary
- Commercially aware, you enjoy working with a friendly, positive team of people who are really trying to make a difference.

- You will be proactive, organised, flexible and have a meticulous attention to detail.
- You will need the ability to use own judgement and initiative to anticipate and investigate queries where necessary.
- Experience of the property sector is desirable but not essential
- Experience of Microsoft Dynamics accounting package is also desirable but not essential