

JOB DESCRIPTION: Finance Manager

Position Overview

Reporting to the Managing Director the role of the Finance Manager is to perform a variety of duties to support the company in creating efficiency and effectiveness for our clients.

Objectives

Internal support

- Preparation and production of monthly Management Accounts for the Directors
- Preparation of weekly cashflow forecast
- Involvement in setting the company strategy and driving the business forward
- Processing of weekly and monthly supplier payments
- Daily and monthly bank reconciliations
- Full Balance Sheet reconciliations of all accounts on a monthly basis
- Management of company bank accounts
- Processing of expenses on company credit cards
- Monthly PAYE and CIS payments to HMRC
- Monthly CIS filing to HMRC and statements to sub-contractors
- Submission of quarterly VAT returns and payments
- Main point of contact with external accountants for all company finance matters
- Preparation of year end file for external accountants
- Administration of Peninsula HR system for employee related matters
- Processing of weekly and monthly payroll to gross pay level and processing payments to employees. Liaising with our external payroll company effectively
- Involvement in new employee inductions for Finance and HR aspects.
- Preparation of employee letters, new starters
- Involvement in ad-hoc projects including new policies and procedures
- Identify and implement improvements to existing processes
- Oversee Prism implementation ensuring company needs are being met
- Password control and management for all company equipment
- Annual business and vehicle insurance renewals
- Management of company mobile phones
- Management of one employee

Education and experience needed

- Part Qualified Accountant (CIMA, ACCA) or qualified by experience
- Minimum of 5 years' experience
- Experience of using Microsoft Office and Accounting packages, preferably Quick books
- Experience in the building services industry desirable but not essential

Knowledge, skills and abilities required

- Excellent organisation skills
- Friendly and helpful
- Understanding the need for discretion
- Ability to work to deadlines under pressure
- Detail oriented and accurate
- Trustworthy and reliable
- Self-motivated
- Articulate and a good communicator including with non-accountancy roles
- Good with English (verbally and written)
- Proficient in using a computer (especially Word, Excel and MS Office)
- Able to work in a team