

## **Job Description**

### **Finance Controller**

#### **Introduction**

The position of Finance Controller is considered a key role within the business as it strives for growth. This role oversees the day-to-day operations of the Finance Department and provides financial information as required to support the leadership team in meeting the business's needs. Experience and understanding of the need for continuous development of management information to help improve profitability and cash flow management are essential.

Key requirements for the role include producing monthly management accounts, such as profit and loss, balance Sheets, and associated reconciliations. Also, daily cash flow management and forecasts are necessary to meet the needs of the growing business. It is also essential that statutory payments are met in good time – VAT, PAYE, Pensions and Corporation Tax.

#### **Key Accountabilities**

- Manage the finance department, including the Finance Assistant/Trainee Accountant.
- Ensure accurate data is produced to reflect a true and fair position of the company's finances on a month-by-month basis.
- Support the CEO in providing information on a timely basis
- Provide an updated detailed Debtors and creditors report every week
- To drive efficiencies and process improvements within the departments (through automation where possible)
- To deal with external parties, including External Auditors, HMRC, Suppliers, Customers (finance departments), Bank, Invoice Discounters as appropriate
- To provide information to internal departments as and when needed
- To work closely with the Commercial and Sales departments in ensuring correct tracking of sales reconciliations and gross profit margins
- To assist the CRO in providing commission statements for the Sales team
- To assist the CRO and CEO in producing the Annual Budget
- To report on any variations from budget.
- Responsibility for ensuring sufficient funds in the Australian bank account at any point in time
- Ensure statutory payments are completed on time (VAT, PAYE, CT)

#### **Responsibilities and Duties**

- Prepare monthly management account pack promptly.
- To prepare budgets and forecasts
- To analyse and investigate variances against the budget
- To prepare cost analysis reports

- To keep track of essential management information
- To report on working capital
- To prepare cash flow forecasts
- To ensure that the Fixed Asset register is kept up to date
- To prepare the accounts in readiness for the statutory audit
- To ensure monthly pension submission is completed on time
- Maintain Sales, Purchases, Salary, expenses and credit card walkthroughs
- Working with Sales and commercial to keep on top of the mid-month/mid-quarter predictor and track changes
- Work with commercial on the profitability of software and hardware-related sales
- Assist in the development of the Management Information pack

## Person Specification

- ACCA/ACA/CIMA Qualified accountant
- Experience in interpreting, analysing and reporting on Financial Information
- Proficient in the use of Sage Line 50.
- A clear understanding of the financial needs of a growing entity
- High attention to detail
- Experience in reporting and finance policy writing
- Team Player
- High standards of professionalism, integrity, confidentiality and resilience

## Company Benefits

- Competitive Salary
- Workplace benefits: Pension Scheme, PMI, Life Assurance, Employment protection insurance, Health & Wellbeing
- 25 days annual leave
- Hybrid working
- Bonuses (personal performance and company performance)