

**Role:** Financial Controller

**Based:** Bury, Greater Manchester

**Reports to:** Board of Directors

**Salary:** £35k - £50k. Dependent on experience.

**Summary:** Excellent opportunity to join a growing business offering strong commercial exposure and progression in the next few years

### **Our Business**

We are a family-run business who have been operating for the last 50+ years and are extremely well known in our industry. We have grown quickly in the last few years and have an exciting growth plan to develop the business with the creation of new revenue streams and grow within current revenue streams.

We have a dynamic and forward-thinking board and senior management team who are passionate about growing the business. We are driven to grow our business so that we are in a position to give back more to the communities within which we work. We do this on three levels – by continually striving to improve the lives of our team, the people in the communities that we operate in and the natural environment.

As Financial Controller you will sit on the Senior Management Team and work alongside them to drive business growth. You will be responsible for taking the lead on updating and implementing new processes/financial models.

### **Who we are looking for**

We are looking for a strong, progressive, qualified Finance Manager/Financial Controller with experience working within a growing SME. You must have proven experience in process improvement/development and the creation of new financial models.

### **Is this for you?**

- Are you a qualified Finance Manager/Financial Controller looking to join a growing business, make an impact and progress your career?
- Or are you almost qualified, have the relevant experience required (see role information below) and are keen to qualify and rapidly progress?
- Do you have experience in process improvement and implementing new financial processes?
- Are you ambitious but not sure that a huge corporate is for you?
- Do you want to be part of a small, friendly Senior Management team?
- Are you forward-thinking with a commitment to continuous improvement?
- Are you a positive person and a great team player?
- Are you ambitious, results-driven and excited to enjoy a journey growing a business and playing a key role in future successes?

If you have answered yes to the above, then we would welcome your CV for immediate consideration.

### **The Role**

**Monthly Management Accounts** – produce and present monthly management accounts including commentary and analysis for the Board of Directors.

**Strategic Decision-Making** – as a part of the Senior Leadership Team you will work closely with the directors to make strategic decisions driven by the financial data that you will be responsible for.

**Cash Flow** – Cash flow management and production of regular cash flow forecasts for submission to the Board of Directors.

**Management and Leadership** – Supervise, manage and motivate your team, which currently includes a purchase ledger clerk, a finance assistant and other administration support. Take the lead on any further recruitment, training and staff development as team develops.

**Financial Control** – to monitor and continually look to strengthen internal financial controls.

**Cost Reduction** – review all financial plans and budgets to look for cost reduction opportunities.

**Legal Documents** – Maintain and hold company legal documents.

**Process Review and Change** – Analyse and review current processes and implement process change across all areas of finance.

**Productivity** – take the lead on looking for opportunities across finance and the wider business to make changes that make a positive impact on productivity.

**Credit Control** - Monitor the on-going credit control for the group, working closely with the wider finance team to ensure debtors levels are kept low whilst still adhering to procedure.

**Process Automation and Technology Implementation** – take the lead on automating financial processes and integrating systems to improve productivity.

**Financial Reporting** - create monthly and annual reports to identify results, trends and financial forecasts.

**Financial Modelling and KPIs** – implementing new financial models and KPI reporting across departments. Establishing departments budgets and KPIs. Implement BI to improve decision-making.

**Statutory Accounts** – overseeing production of statutory accounts and dealing with auditors.

**Balance Sheet Reconciliation** – reconcile balance sheet accounts and deliver summary reconciliation reports

**VAT submissions** – overseeing the completion and submission of accurate and timely VAT submissions to HMRC

**Payroll and P11D administration** – overall responsibility for payroll.

**Audit** - Responsibility for the coordination and liaison with auditors.

**Continuous Development** - Maintain CPD requirements (where applicable) and attend training as required to maintain industry knowledge

### **Experience**

- Qualified Accountant – ACA/CIMA/ACCA
- Experience working within a growing SME
- Experience of changing financial processes
- Confident with technology implementation
- Good knowledge of accounts software and cloud-based solutions
- A track record of being able to deliver the day-to-day accountancy requirements of an SME but with the ambition and ability to build and manage a team as the business grows.
- Strong communication skills at board level
- Commercial awareness and the ability to influence

### **Other Benefits**

- Health Cash Plan (including dental and optical)
- Pension
- Free Car Parking
- Free Tea and Coffee (and the office always has plenty of snack samples to test out!)
- Holiday 20 days + bank holidays + long service award (after 3 years) up to an additional 5 days.
- Bike to Work Scheme Participant
- Training and Study Support available
- Hybrid working –Non-operational members of the Senior Management Team are expected to be visible on site within a working week but this varies depending on the precise nature of the role and the current projects being worked upon.