

Finance and Purchasing Manager

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Company: Lime Talent

Location: United Kingdom

Category: other-general

Position: Finance and Purchasing Manager

Package: £45,/yr – £50,/yr

Location: London, England

This is an exciting opportunity for an experienced Finance and Purchasing professional to join an established food business. Our client is looking for someone who has a mix of financial/accounting experience as well as purchasing/supply chain experience, ideally from a food background.

Finance and Purchasing Manager Responsibilities:

Maintain comprehensive financial records, overseeing day-to-day commercial documentation and bookkeeping protocols.

Generate Monthly Management Accounts following prescribed Profit and Loss (P&L) and Balance Sheet formats.

Take ownership of budget and forecast models for internal and external review.

Effectively manage cashflow by ensuring timely collection of debtor book and overseeing creditor ledger payments.

Handle insurance coverage and costs.

Manage foreign currency exposure.

Oversee order processing and invoice production.

Establish and maintain demand planning systems to control raw material purchases and production output.

Provide costings for both in-house and externally sourced products.

Negotiate and collaborate with suppliers.

Maintain accuracy in stock record keeping, rotation, and picking disciplines to minimize stock losses.

Liaise with outsourced support to uphold Health and Safety best practices and maintain record-keeping disciplines.

Support machinery and facility quality through the implementation of preventative maintenance schedules and practices.

Optimize inbound transport and customer delivery schedules to reduce costs and enhance efficiency and customer service.

Oversee payroll and contribute to the development and maintenance of HR policies, handbooks, job descriptions, and appraisal and bonus structures.

Ensure commercial contractual legal security throughout the business.

Collaborate with outsourced support to establish and maintain a secure and recoverable IT hardware infrastructure.

Evaluate and implement software solutions that enhance customer service and productivity, ensuring ongoing effectiveness.

Develop and maintain a KPI infrastructure for performance and cost control.

Provide sales analysis and associated systems to support business development.

Deliver ad-hoc reports, analyses, performance data, and record-keeping as needed.

Qualifications and Skills:

Proficient in bookkeeping, including Bill of Materials (BoM) assembly and sales invoicing

Experience in delivering Monthly Management Accounts and KPI dashboards.

Capability to produce Financial Forecasts (P&L, B/S & Cashflows).

Expertise in purchasing disciplines, ideally including demand planning and batch cost modelling.

Strong understanding of inventory software systems and manufacturing processes.

Exposure to broader HR and IT responsibilities

Analytical acumen

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