

Finance Assistant

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Company: Winners Recruitment

Location: United Kingdom

Category: office-and-administrative-support

A position has become available within Wheal Jane Ltd for a Accounts Manager to join our team. The successful candidate will have an ACCA/ACA qualification, organisational skills and dedication. The role is to provide financial reporting, preparation of all statutory accounts including any necessary consolidation, be responsible for treasury, manage a small team of accounts staff and maintain the relationship with Group bankers, insurers and external auditors. You will also assist the directors in developing forecasts and procedures to help with operational decisions. You will be responsible for aspects of HR, IT, and contribute to Marketing and Health and Safety matters. Principle duties of the role include : Preparation and presentation of monthly management accounts.Discussing and agreeing monthly accounts with Directors and divisional managers.Production of rolling budgets and cash flow forecasts to assist with the management of the Group's finances, including preparation of supporting documentation.Liaison with Group auditors to present full statutory accounts, tax analysis and supporting documentation / statutory return.Responsibility for wages, salaries and payroll.Financial appraisal of proposals for purchase of assets and capital investments.Performing the normal duties of Company Secretary.Company valuation and statutory reporting requirements for the Groups employee share scheme.Completing Partnership Share transfers .Annual review of insurances as required.Management of Sales and Purchase ledgers.Review and management of Energy and Utility Contracts.Progression towards management of the HR function with support from external HR consultants.Accounting and reporting as required to the Directors / Shareholders of Brownfield Investments Ltd (a property owning company with common shareholding with

the Wheal Jane Group). Principle objective of the role ; To become an active member of the Management team contributing to Group plans, objectives and cross department projects. To undertake all duties which are consistent with the objectives and / or duties of the post. This job specification is subject to change in consultation with the post holder to take into account changing organisational needs. Starting salary £30-35k dependant on experience. Benefits include: Performance based Group Bonus Additional Employers pension contribution of 0.5%, total 3.5% Employer Contribution 22 days Paid Holiday Not including Bank Holidays Flexible working hours between 07.00 and 17.00 (Potential part time role?) Access to private company Gym Free Parking

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