

Finance Manager

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Company: SF Recruitment

Location: Hinckley

Category: other-general

Finance Manager

Hinckley

£45,000 - £55,000 + Bonus

Full Time & Permanent

SF Recruitment are working with a superb SME Business in Hinckley who are seeking a Finance Manager to join their team & oversee a small team of 4. As the Finance Manager you will ultimately be responsible for ensuring that the Accounts team follow a best practice approach following a high standard of accuracy. Providing clear communication with the Directors and Chairman is a vital part of this position and requires a confident individual.

Key responsibilities

- Preparation of monthly management accounts including supporting reconciliations
- Review control accounts reconciliations on a rolling basis to aid year end accounting including extract and checks on profit and loss analysis
- Oversee bank reconciliations
- Monitor the completion and production of sales and purchase ledger providing authorisation
- Assist with the preparation of year end accounts, including the provision of support and assistance during the annual audit ensuring it is delivered in a timely and effective manner
- Authorise bank payments and overheads

- Day to day cash flow management
- Manage the annual budget process
- Submission of monthly/quarterly returns to HMRC
- Provide reports and updates to the management team
- Complete monthly 1-2-1's and annual Performance Development Reviews with the team to support development and identify areas for improvements
- Identify and report any risk identified in a timely manner to the Senior Management
- Negotiation of company insurances

Requirements of the role

- Experienced in management of an accounts team / department
- Advanced experience using excel and reporting
- Experience / knowledge of payroll
- Experienced in daily, weekly, monthly and annual accounting
- Excellent written and verbal communication skills

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