

Job title: Finance Manager
Location: Glasgow / hybrid working
Responsible to: The Board of Directors
Hours: Part-time (2 days per week)
Salary: £TBC per annum (*pro rata*)

Role overview:

As a key member of the management team, working closely with the Directors, you will lead on financial and resource matters, ensuring budget management and robust systems of control and financial governance are in place.

Key responsibilities:

- Take the lead on financial accounting and reporting
- Management reporting, forward planning, budgeting/forecasting, ad hoc analysis for the Board of Directors and Senior Management Team
- Develop and maintain financial systems, procedures and internal controls
- Ensure legal and regulatory financial compliance

Main Duties

- Plan and co-ordinate the annual audit
- Liaise with DM McNaught regarding annual tax computation
- Lead on preparing, collating and co-ordinating annual budget and forecasts.
- Prepare, develop and continually improve monthly management reports
- Oversee performance management metrics
- Undertake all monthly processing
- Income and expenditure reconciliations
- Manage all bank payments
- Management of debtors
- Prepare monthly cash flow forecasts for the financial year
- Prepare VAT Returns
- Management of payroll and staff costs in conjunction with JC Wallace
- In conjunction with brokers, ensure that the organisation carries appropriate insurance cover to protect its assets, and for all aspects of its operational activities.
- Management of supplier contracts
- Prepare and present timely and accurate Board reports and financial information

Qualifications and key skills

- Committed, enthusiastic and able to use initiative and innovation to drive the business forward
- Excellent numeracy, robust accounting knowledge and a sound knowledge of the Microsoft system. Excellent working knowledge of digital accounting systems ideally Xero
- Experience of managing budgets and applying accounting rules and preparation of Financial Accounts
- Demonstrable success in financial management, budgeting, credit control, debt management and month end and year end processes

Finance Manager - Person Specification:

	Essential
Personal Features and Qualities	Track record of strategic and logical thinking
	Integrity
	Personal motivation and the ability to motivate others
	Professional approach
	Self-disciplined and ability to work under own initiative
	Capacity to work under pressure
	Good communicator with the ability to influence at all levels
Relevant Experience	At least 5 years' relevant experience in an accountancy role
	Practical experience of company accounts and taxation
	Preparation and improvements of effective management reports
	Highly competent in Xero and Microsoft Office.
	Desirable Contract management and negotiation
Education	Fully or part Qualified Accountant
	Educated to Degree Level or equivalent
Skills, Abilities and Knowledge	An up to date knowledge of relevant financial legislation, accounting conventions and best practice
	Excellent communication skills both written and oral
	Good interpersonal skills
	Ability to handle complex issues
	Knowledge of Accounting packages
	Desirable Hold Membership of a recognised accounting institute
	Effective Management Skills