
FINANCE MANAGER

Finance Department

Full Time

Market Harborough

SUMMARY

Reporting to the Finance Director, and having responsibility for the Accounts team and the Payroll team, this is a great opportunity to develop an established team and to provide significant support to the Finance Director on a day to day basis.

This is a critical role in partnering with the Marketing and Sales teams, to provide financial support to their strategy and sales, bonus schemes, KPI's, budgeting and forecasting processes.

KEY RESPONSIBILITIES

As the Finance Manager, you will be responsible for:

- Assisting the Financial Director in production of the monthly management accounts
- Supporting the Finance Director with budgeting and forecasting
- Supporting the Sales Managers and Sales teams with information to support achievement of KPI's, targets and management of performance
- To ensure that bonuses and commissions are paid correctly, accurately and on time
- Presenting financial information to the company's board
- Managing the Accounts team including responsibility for billing and invoicing
- Managing the Payroll team ensuring that Payroll is accurate, on time and complies with all legislative requirements
- CIMA or ACCA part qualified or qualified by experience within a similar position
- Experienced and fully competent in using Sage 200 and Excel
- Managing the annual budget and forecasting activities
- Monthly reporting
- Provide high quality management information and analysis
- Review and develop systems and processes
- Ad-hoc analysis for all business cases for new product lines
- Carrying out reviews and one to ones regularly for the team
- Knowledge/experience in supporting an apprenticeship scheme

- To manage individual/ team performance and behaviours through coaching, training, development, motivation, engagement and promoting the importance of excellence and getting it right first time

PERSONAL ATTRIBUTES

- Be adaptable and be able to demonstrate varied management techniques
- Attention to detail
- Be able to train and develop team members
- Proven, quality leadership ability in a finance environment
- Ability to plan, prioritise and manage own work and that of the teams
- Ability to analyse data and produce reports
- Outstanding communication skills
- Seasoned presentation skills with confidence to present to Board level
- Ability to build strong and genuine relationships with the wider team
- An ability to learn quickly with an interest in the Communications industry
- A confident, calm persona
- A considered decision maker
- Demonstrate knowledge, skills, good judgement and integrity in doing your job
- Listen and provide solutions diligently and promptly
- Be answerable and responsible for decisions and actions
- Serve with motivation and dedication
- Work together to achieve a common goal with all teams and colleagues
- Be creative and go the extra mile to deliver results
- Be humble and polite
- Provide a quality and efficient service to our customers

DISCLAIMER

Please note that this job description is not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. If your application is successful, the responsibilities, tasks and duties of Welcomm might differ from those outlined in the job description, and that other duties, as assigned, might be part of the job.