



CAREERS

Financial controller / management accountant

Nature of role

Reporting directly to and working closely with our Director you will work under your own initiative and manage your own workload. The Accounts department oversees all the money processes in the company and tasks include processing and entering invoices, entering jobs onto job costing and in the Purchasing department tasks are based around the ordering and processing of goods in and out.

This is a varied and diverse role spread over two companies, in an exciting and growing business producing high-end motor yachts for discerning clients.

Essential Duties

- Process weekly wages, monthly salaries, absence records and pensions
- Pension administrator
- Enter purchase ledger invoices
- Agree supplier statements
- Credit control
- Raising sales invoices (includes yard services, stage payments or time and materials custom projects)
- Taking payments
- Answering the phone and dealing with customer and supplier queries
- Reconcile Bank
- Quarterly VAT return
- Weekly and monthly payrolls
- Setup jobs on Sage Job Costing
- Enter timesheets onto Sage Job Costing
- Provide timely reports to the management team
- Produce cash flow, and budgetary reports



- Produce accurate monthly management accounts and end of year management accounts
- Assist auditors with the end of year accounts
- Key project stakeholder

Desired Duties

- Review financial processes and ongoing development for better efficiency and accuracy
- Further financial reports/ information support as requested by the management
- Provide commentary and interpretation on financial results to Managing Director
- Analysis and extraction of financial data and report (written and verbal) to the Managing Director

Skills & Knowledge

Good Microsoft Office skills (Outlook, Word & Excel) essential

Sage Accounts and Sage Payroll essential

Sage Job Costing desirable but training will be provided in house

Good eye for detail and accuracy essential

Enjoy working with numbers and providing analysis

Excellent communication skills

Confident dealing with customers

Marine Industry/ Boat Knowledge desirable but not essential

Minimum Qualifications

AAT level 4

Desirable qualification

ACCA, ICAEW, CIMA

For more information please call +44 (0)1326 377 366
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