



### **Finance Manager**

As our **Finance Manager** you would ideally be part or fully qualified in CIMA or ACCA. Alternatively you will be qualified by experience working as an accountant/bookkeeper at a senior level. You should possess strong abilities in managing time and tasks together with a high level of computer skills (including all Microsoft applications) and strong IT knowledge, including how to troubleshoot minor IT issues.

If you have a high attention to detail, are highly organised and have strong communication skills, you could be the candidate we are looking for. Are you highly efficient at processing transactions quickly and accurately and thrive in a fast-paced environment? Can you demonstrate the ability to use your own initiative? If so, we would love to hear from you.

### **Overview of the role:**

- Support the Finance Director with a variety of accounting tasks
- Supervision of Purchase Ledger Team and Payroll
- Manage Cashflow Forecasts and Bank Reconciliations
- Provision of KPIs to Department Managers
- Knowledge of industry leading paperless Manufacturing ERP system, Sage Payroll and cloud based accounting packages would be beneficial
- The successful candidate must have great communication skills and be task driven

### **The key accounting responsibilities include:**

- Oversee the accounts inbox
- Support Purchase Ledger Team with clearing purchase queries, supplier queries, payments on account and, supplier statement recs
- System processed Daily Bank reconciliations
- Review and validation of Weekly payroll journals
- Uploading of Payment batches to Bank Portal
- Preparation and Analysis of monthly management accounts for three companies
- Monitoring Day-to-Day bookkeeping duties on the boatyard businesses
- Monitoring daily productivity of finance team ensuring any inefficiencies are minimised through training and/or process change (not limited to finance team only)
- Quarterly VAT returns across 3 Companies
- Reconciliation of Monthly Credit and Purchase Cards
- Analysis and Review of all Build Projects collaborating with Project Managers to explain variances on a monthly basis and validate the subsequent Revenue Matching journals

### **Operational Responsibilities include:**

- Assisting Departmental heads with Project related queries
- Project reporting on Labour & Material Costs
- Manage relationship with 3<sup>rd</sup> Party IT support and ensure new starters have the correct IT equipment & system access rights

- Updating and renewing Office contracts i.e. Printer & Telephone leases
- Planning Stocktakes, as needed, and overseeing the process

**Pay:**

A competitive salary is offered depending on experience.

**Benefits:**

Free parking, pension scheme, uniform.

**Interviews:**

Interviews will take place as and when suitable applications are received.

**How to apply:**

Please submit a covering letter explaining why you would like to join us and why your skills and experience are a suitable match for this role, together with your CV, to: [recruitment@cockwells.co.uk](mailto:recruitment@cockwells.co.uk).

We look forward to hearing from you.