

Job Advert

Job Title	Finance Manager (6-month FTC with potential to extend or make permanent)
Location	Okehampton, Devon.
Salary	£28-35k per annum, depending on skills and experience
Reporting Relationships	Reports Directly to Financial Controller
Job Description	<p>The Finance Manager will play a crucial role in supporting the Financial Controller by assisting in implementing comprehensive changes aimed at enhancing the financial processes and reporting quality within the organisation.</p> <p>The role will be varied with tasks including assuming control of the finances for 2 business units as well as assisting the financial controller in implementing process/reporting improvements.</p>
Main Responsibilities	<p>General Bookkeeping</p> <ul style="list-style-type: none"> • Purchase Ledger <ul style="list-style-type: none"> ○ Posting Invoices ○ Bank Payments and Allocation ○ Credit Notes ○ Supplier Payment Runs ○ Credit Card Postings • Sales Ledger <ul style="list-style-type: none"> ○ Bank Receipts and Allocation ○ Sending Customer Statements ○ Credit Control • Nominal Ledger <ul style="list-style-type: none"> ○ Posting Payroll ○ Cut-off Adjustments ○ GRNI ○ GINR ○ GDNI ○ GIND

	<ul style="list-style-type: none"> ○ Prepayments ○ Accruals ○ Deferred Income ○ Accrued Income <ul style="list-style-type: none"> ● Fixed Assets <ul style="list-style-type: none"> ○ Maintain the Fixed Asset Register ○ Post Depreciation ○ Post Additions and Disposals ● VAT <ul style="list-style-type: none"> ○ Reconcile and submit quarterly VAT Returns <p>Reporting</p> <ul style="list-style-type: none"> ● Weekly Sales and Cash Reporting ● Monthly Accounts Preparation ● Support the FC in preparation of Board Reports <p>Project Management</p>
Qualifications	Chartered Accountant or AAT Level 3 or 5
Experience	Newly Qualified Chartered Accountant with practice experience or AAT Level 3/5 with previous experience in a manufacturing environment.
Knowledge	<p>Essential:</p> <ul style="list-style-type: none"> ● Confident grasp of all aspects of accounting around the Sales, Purchase, Nominal Ledger, and Fixed Assets ● Confident and Knowledgeable in the use of Microsoft 365 (Excel, Word, Outlook) ● Computer Literate ● Knowledge of FRS102 <p>Desirable:</p> <ul style="list-style-type: none"> ● Experience in Sage 50 and Sage 200 ● Experience in PowerBI & Sharepoint ● Previous experience of producing VAT returns

Skills	<ul style="list-style-type: none">• Organisation• Critical Thinking• Attention to Detail• Adaptability• Time Management• Technological Aptitude• Good Written and Verbal Communication
<p>To apply for this role, please send a CV and covering letter to: hr@microanalysis.co.uk</p>	