

JOB DESCRIPTION

The Networking People (TNP) Ltd

Finance Manager

Responsible to: Managing Director
Responsible for: Finance Team
Salary: £42,000 - £47,000 (plus benefits)

Overview

We are looking for an enthusiastic, hardworking and highly organised individual to join our dynamic growing company.

The candidate should have excellent people & communication skills and experience in a similar professional finance role.

MAIN FUNCTION

The candidate will have responsibility for day-to-day management and smooth delivery of the company's finance and procurement functions. This includes responsibility for company bank balances and cashflow (including prompt processing of payables & receivables), overseeing the production of monthly, quarterly and annual financial reports, and ensuring that regular control account reconciliations are carried out. Further, the role includes responsibility for the implementation and application of finance policies and procedures, as directed by the Board, including internal audit.

SPECIAL CONDITIONS

None

CONTACTS

Name/organisation	Reason	Approximate Frequency
Managing Director or nominated representative	Day to day management, directions & instructions	Daily
TNP Internal	Teamwork	Daily
Customers, Suppliers & Partners	Handling telephone and email finance escalations, approval of new customers/credit limits	Daily
External Accountant	Liaising with external accountant to produce audited annual statutory accounts and to manage any changes in accounting policies	As required

MAIN DUTIES

1. Line management of the Finance Team, including supporting professional development and regular monthly, informal, and annual, formal, performance reviews
2. Management of company bank balances and cash flow
3. Oversight of all day-to-day activities of the Finance Team, including all sales, purchase, nominal ledger and stock transactions, bank reconciliations, supplier payments & credit control
4. Oversight of month end closing & procedures, including all control account reconciliations and production of monthly management reporting pack
5. Oversight of the production and submission of HMRC returns for VAT, Corporation Tax, and PAYE along with associated payments
6. Delivery of ad hoc reports and financial analysis (including variance analysis), as required; including scoping where necessary
7. Management of year end closing & procedures, including production of annual financial reports and preparation for, and delivery of statutory audit
8. Acting as a management escalation point for all internal & external queries with any finance element, including debtor management & credit control
9. Management of internal audit and supplier self-audit activities
10. Review & approval of new customer accounts (including credit limit setting), sales quotes, purchase orders and staff expenses
11. Delivery of TNP financial policies, procedures and controls as defined by the Board of TNP
12. Alongside other members of the Management Team, working to implement the strategic business plan for the company as directed by the Board of TNP
13. Day-to-day support and/or management of internal and external projects including liaising with other parties as necessary
14. Such other duties appropriate to the grade as may be directed by the Board of TNP or its nominated representatives

PERSON SPECIFICATION

Criteria	Essential/Desirable	Application/Interview
Minimum of AAT Level 4 or equivalent, or CIMA/ACCA part-qualified	Essential	Application/Interview
A minimum of 3 years' experience in a similar finance role	Essential	Application/Interview
Experience as a key user of professional accounting packages e.g., Sage, SAP etc.	Essential	Application/Interview
Strong communication skills in writing, over the phone and in person	Essential	Application/Interview
Ability to maintain high levels of confidentiality and professional conduct	Essential	Application/Interview
Strong leadership & people management skills	Essential	Application/Interview
Proven capability for problem solving, with an ability to identify, prioritise and focus on key issues	Essential	Interview
Proven ability to implement improvements to services, systems and processes	Essential	Application/Interview
Proven ability to manage & prioritise a diverse workload, both for yourself and for your team	Essential	Application/Interview
Willingness to engage in ongoing personal and professional development to meet the needs of a growing business	Essential	Interview
Experience within the IT/telecoms industry	Desirable	Application/Interview
Experience and/or relevant qualification in auditing	Desirable	Application/Interview