



# Job Description

## Finance Manager

<b>Job title:</b>	Finance Manager
<b>Function:</b>	To oversee transactional finance function
<b>Lines of Communication:</b>	<ul style="list-style-type: none"><li>• Upwards – Director of Finance</li><li>• Laterally – None</li><li>• Downwards – Purchase Ledger Clerk (x2), Credit Controllers (x2), Finance Administrator</li></ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• To – Director of Finance</li><li>• For – Purchase Ledger Clerk (x2), Credit Controllers (x2) , Finance Administrator</li></ul>
<b>Hours of work:</b>	40 hours per week 08:00 – 17:00 Monday - Friday

<b>Duties:</b>	<ol style="list-style-type: none"><li>1. Successfully manage AP to ensure transactions are posted timely, accurately, appropriately matched/costed, supplier terms are met, early settlements obtained, company cashflow protected, supplier prepayments managed etc.</li><li>2. Negotiate payments terms, credit limits, on hold situations and other challenges with suppliers.</li><li>3. Ensure credit cards and expenses are processed up to date.</li><li>4. Manage acquisition and payment of foreign currency for overseas supplier payments.</li><li>5. Successfully manage AR to ensure accurate and timely customer billing, correct allocation of cash receipts, daily monitoring of outstanding debts, intervening where necessary, monitoring and controlling customer credit risk.</li><li>6. Awareness of company's commercial objectives and occasional need for a pragmatic approach to some challenges.</li><li>7. Drive timely month end closure of AR &amp; AP ledgers.</li><li>8. Month end provisions/adjustments for AP/AR including prepayments, accruals, accrued/deferred income, rebates etc.</li><li>9. Ensure that Balance Sheet reconciliations for AP/AR are completed on a timely basis in accordance with the Finance timetable.</li><li>10. Support reporting accountant with month end reporting.</li><li>11. Effectively manage, monitor and motivate transactional team to ensure delivers</li></ol>
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- exceptional service to customers, suppliers and staff.
- 12. Lead daily team meetings.
- 13. Collate and monitor daily/weekly/monthly team performance KPI's.
- 14. Hold monthly 121's and annual appraisal's with team.
- 15. Key point of escalation for customers, suppliers, finance and other staff.
- 16. Ensure that all processes and controls are documented and reviewed on a regular basis.
- 17. Ensure that systems, policies, procedures and quality targets are implemented and maintained to agreed timescales and standards.
- 18. Support projects and one-off tasks as required, whilst driving process improvements across all areas of AP/AR.
- 19. Able to get hands on with any role within the team to support in times of absence or high workload.