

# Job Description

<b>Job Title</b>	Assistant Finance Manager
<b>Department</b>	Finance
<b>Location</b>	Bathgate, travel as business needs require.
<b>Reporting to</b>	Finance Manager
<b>Line Manager to</b>	Finance Administrators
<b>Key Relationships</b>	Finance Director, Finance Manager, Assistant Finance Manager, Finance Administrators, Finance Controller, External Services Administrator, HR, Senior Management Team, Customers, Clients, Sub-contractors, HMRC, Supervisors and Managements of all departments.

*The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.*

*You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.*

*This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.*

## Overview of role:

The successful candidate for this role will have a great deal of responsibility and accountability in supporting the Finance Manager and working together with the other Assistant Finance Manager in the operational and strategic management of the finance department. We require a confident yet diplomatic and patient individual, who is team orientated and happy to 'muck' in wherever whilst also being accountable for your own work.

You will be the type of person who loves to work as part of a happy and passionate team but with your own responsibilities and 'remit'. You will also be the type of person who enjoys getting involved in adhoc projects and who takes great pride in their work. Highly organised by nature, you will value team work and have a positive, upbeat manner; always looking for improvements and efficiencies.

## Main Duties and Responsibilities:

- Day to day management and development of the Finance team to deliver month end thus ensuring deadlines are achieve in support of the Finance Manager and second Assistant Finance Manager.
- Monthly preparation and reporting of departmental financial results
- Balance Reconciliations/Schedules
- Journal Entries and reconciliation of ledgers
- Departmental Cost Control Analysis
- Monthly Vat Return Submissions
- Assisting with the preparation of statutory audits
- Contributing to cash flow management, budgets and annual audit
- Continuous review of customer debt and cash allocation and escalate as necessary
- Ensure robust financial controls are adhered to
- Lead on implementing external audit management actions and internal audit recommendations across operational finance

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- Monitoring, developing and highlighting efficiencies within the control environment surrounding the processing of all accounting transaction.
- Providing expertise and decision support to all areas of the business in the areas of accounting processing and treatment
- Contribute to the development and implementation of Company strategies, policies and practices
- Provide cover and support to other members of the finance team
- Producing adhoc reports and performing ad hoc tasks as and when they arise

## The Individual

### Skills and Experience:

- Degree or equivalent experience with potentially working towards or completed ACCA Applied Skills or CIMA Management Level
- Significant experience of working in a Finance Team
- Experience performing Management and Financial accounting tasks
- Experience using Navision is desirable
- Excellent organisational and Administrative skills, able to prioritise a high volume of work & wide range of tasks
- Good communication skills, able to engage with a wide range of people
- Competent in all Microsoft Packages
- Ability to take ownership for issues and suggest, negotiate, agree and deliver appropriate solutions
- A self-starting individual with a strong work ethic capable of planning and managing own time effectively.
- Ability to work using own initiative as well as part of a team.

### Additional Requirements:

- Disclosure Check
- Full Clean Driving License

### What We Offer

- Competitive Salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Generous sick leave
- Sureserve Group Select Car Purchase Scheme
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Access to Flexible Benefits Scheme (including buy holidays, discount to retailers, bike to work scheme, Healthshield care plan, and many more).
- Work for PLC Company with option to join share save scheme.