



Finance Manager

An exciting opportunity to work with a finance firm based in London that is 6 years old and looking to get to the next stage of growth. Your role will be to assist the director with the daily management of client accounts and be involved in helping grow the firm.

This is an ideal role for a self-starter who is happy to take on a wide remit of work and grow with the business. You must be willing and enthusiastic to learn not only about your specific role but about the business as a whole.

The core purpose of this role is to take work off the Director to enable him to continue to grow the business. This will require the Finance Manager to oversee to the day to day activities and get involved in projects / new business proposals (many of which will be new to the individual and the director).

Specific duties:

Coordination with the Team (UK & Overseas)

- Work with the UK Team to ensure smooth running of the day to day business;
- Work with the overseas team to review and complete monthly management accounts;
- Help build the UK and Overseas team;

Book Keeping

- Ensure book keeping for clients is done on a regular basis
- Suggest and improve the process for book keeping (i.e. use of softwares etc);

Management Accounts and Budgets

- Review monthly management accounts;
- Prepare cash flows (budget v actual)
- Prepare budgets
- Discuss monthly management accounts with the Director and then with clients

Financial Statement Preparation

- Prepare audit working paper file
- Lead on audits

VAT

- Review preparation of VAT returns and calculation of the VAT liability / asset
- Research technical positions on VAT

Payroll

- Review monthly payroll for clients

Corporation Tax

- Calculation of the clients' corporation tax liabilities
- Preparation and filing of corporate tax returns

Statutory Matters

- Appointment / termination of company officers
- Change of company details
- Completion and submission of annual confirmation statement
- Preparation of board minutes and resolutions.

Other Matters

- Assistance with FCA reporting for clients;
- Manage the firm Compliance Calendar;
- Preparation of client engagement letters;
- Ensure client KYC is up to date;
- Ad hoc client queries, research and projects.

Business Process Outsourcing

- Take the lead on coordinating with the BPO in Asia
- Lead person / face to clients;
- Review the work of the BPO to ensure quality control

Other Projects / New Business

- Assist the Director on winning new business;
- Take the lead on delivering on new business that comes in (this is a varied variety)
- Coordinating with specialist firms in some cases

Person Specification

Professional Qualifications

Preferably fully qualified accountant with a UK body (ICAEW, ACCA, CIMA).

Skills, Knowledge and Experience

Essential

- Experience of computerised accounting systems (SAGE, QuickBooks etc) to prepare management accounts, trial balance, VAT returns and payroll.
- Logical, methodical approach to work
- Hands on for certain clients;

- Can review / guide when working with BPO
- Work and build a team in the UK;
- Good Excel skills;
- To be analytical and have good attention to detail
- Strong interpersonal and communication skills – extensive client interaction required
- To be able to work independently or in a team
- To have planning and organizational skills
- Experience of Word and other Microsoft Office programs
- Local travel to client sites / meetings required
- Open to taking on new challenges and learning.

Contract: Full time, permanent

Location: Paddington, London

Contact: nazeer@galopar.co.uk 07941618257