

Job Description: Financial Controller (Part-time)



Purpose

The purpose of this role is to ensure the company's accounting function runs smoothly, efficiently, and properly, assuming full responsibility for both day-to-day bookkeeping tasks and strategic financial advice.

The shape of the role

The work time commitment is variable; anticipated to be on average 20-25 hours a week (0.53 to 0.68 FTE). The post-holder will manage their own workload and time allocation to complete the relevant regulatory and statutory accounting tasks throughout the month and year, plus meet the demands of the business and its planning cycle. They therefore may need to work more hours during busy weeks/months, and fewer hours when the workload is lighter. The company's general hours of business into which the post-holder is expected to fit most of their work time are:

- 8am to 5pm Monday to Thursday. 8am-4pm Friday.
- The place of work is Darkes Barn West, Conderton, with the option to work up to 50% of the role in a location away from the office.
- The post-holder should expect to work 3-5 business days per week.

Key Responsibilities

1. Complete responsibility for the company's accounting function, including monthly management accounts, year-end file production, overseeing the year end stocktake and stock valuation.
2. Quarterly VAT returns and PVA scheme administration.
3. Creation of financial models, budgets, and financial performance analysis.
4. Management and operation of payroll process.
5. Identifying and overseeing necessary policy reviews which have a financial, HR, or other regulatory aspect. Reviewing contracts and other legal documents.
6. Management of cashflow and the payment of creditors.
7. Creating sales invoices for (a limited number of) wholesale customers; managing debtors.
8. Company secretarial tasks and negotiating insurance contracts.
9. Reporting sales figures to the Office for National Statistics if required.
10. Seeking, suggesting and implementing improvements to efficiency, working with others to improve workflows across the business.
11. Playing an active role in the Management Team.

Salary

Full Time Equivalent salary £35,000 per annum, pro rata according to actual hours worked.

Annual leave

The paid annual leave allowance is 25 days plus UK bank holidays, pro rata. Annual leave would accrue based on total time worked. Leave dates would be booked in accordance with the policy in the Staff Handbook at a mutually agreed, convenient time. There is a reasonable limit to how much leave that can be taken during school holidays.

Qualifications and experience required

Essential criteria

Qualified or part-qualified accountant (with extensive experience), i.e. CIMA, ACCA, ACA or similar.

Practical bookkeeping experience with Sage or similar.

Strong commercial experience.

Able to act autonomously and be competent and calm under pressure

Awareness of emerging operational and financial risks, and the skills to take the initiative to drive change to deal with threats.

Tech savviness and willingness to learn quickly and adapt.

Familiarity with modern team-working technologies including MS 365 Suite of applications.

Excellent written and verbal English language skills; highly effective and understandable communication style, even when explaining difficult things to non-experts.

Excellent spreadsheet skills, to analyse and present accounting data simply to non-accounting colleagues.

Prioritising own work, planning and delegating appropriately to get the right things done.

Being flexible to company's and colleagues' needs, and work demands which may be wide-ranging and "needs must" (as per a typical small business ethos).

Desirable criteria

Experience implementing technology solutions to integrate accounting software with operational ecommerce business.

Awareness/experience of legalese and HR regulations (for instance to review contracts or supplier T&Cs, or interpret HR rules, etc.).

Ability to be flexible if work demands change.

Accounting experience in an online retail business.