

We are looking for a Financial Controller to bring together responsibilities currently shared between a contract Bookkeeper, our in-house Portfolio Manager and even a Director. We need one person to own and control our Finances, under the guidance and support from our Financial Director. This is the ideal role for someone with a history of working in an Accountancy firm (or similar) who is looking for a more flexible company and way-of-working.

This is a part-time role, with the ability to work from home or from our office on London's Southbank.

Role and Responsibilities

Primary Responsibilities

Financial

- Bank accounts, reconciliation and corporate card accounts
- Supplier invoices and payments
- Payroll, expenses and financial benefits (pensions etc.)
- Control accounts; including maintaining asset depreciation records
- VAT return
- Liaise with FD as necessary; including financial year-end activities
- Monthly Management Accounts

Controller

- Work with Senior Leadership Team to prepare strategic, annual and quarterly budgets and cashflow forecasts; and control financial activity in accordance with budget
- Provide analysis of management accounts; including advice to Senior Leadership Team and Board on corrective actions
- Manage cashflow to maintain solvency

Secondary Responsibilities

Financial

- Assist with client invoicing and receipts
- Monitor loan accounts including preparing CT61 returns as necessary
- Resolve queries related to invoicing, spend, tax etc.

Controller

- Support Team Leads and Budget Leads in the management of project budgets through advice and guidance, quality assurance of tooling and provision of timely information



- Assist with the financial estimation of business or project initiatives
- Secure timely payments from Debtors
- Select appropriate tooling that facilitates access to information, ease of input and data management, and modelling

Skills and Experience

Essential

- Experience of working as a Bookkeeper, Accountant or similar
- Numerical degree or similar qualification
- Experience of working with Xero
- Self-motivated
- Fluent computer skills – including office applications e.g. word processing, spreadsheets etc.
- Strong organisation and planning skills

Highly desirable

- Experience of working with an SME or start-up
- Excellent attention to detail
- Strong communication skills, both verbal and written
- Bucketful's of common sense
- Mac proficient

For more information

Please apply by sending us your CV to jobs@surevine.com

