



## **JOB DESCRIPTION**

<b>Job Title:</b>	Finance & Office Manager
<b>Department:</b>	Administration
<b>Reports to:</b>	Board of Directors

### **Summary**

It is the Finance and Office Manager's (FOM) responsibility to undertake all aspects of financial management, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures. The FOM will manage the day-to-day running of the office and work alongside the directors to ensure smooth financial reporting. Responsibilities also include financial risk management, pension and payroll.

### **Primary responsibilities**

- Manage all accounting operations including invoice processing (A/R (sales) and A/P (purchases)), bank processing including payments and receipts, statement reconciliation and general ledger journals
- Coordinate and direct the preparation of the budget and financial forecasts and report variances
- Prepare and publish timely monthly financial statements
- Coordinate the preparation of regulatory reporting
- Research technical accounting issues for compliance
- Support month-end and year-end close process
- Ensure quality control over financial transactions and financial reporting
- Manage and comply with HMRC requirements including PAYE, NI, Payroll year end reporting, VAT returns, Corporation Tax
- Manage and comply with HR procedures including the clocking in system (Bodet), payroll and pension
- Manage and comply with other Government requirements including Agriculture and Horticulture Development Board (AHDB) return, Office for National Statistics return etc.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Additional finance duties as necessary

### **Additional responsibilities**

- Effectively manage a small administration team
- Extended overtime when required (including Saturday morning working)
- Manage Health and Safety functions relating to the office environment
- Manage Company social activities and events
- Manage office equipment and supplies
- Provide first level hardware and software support including both IT and telecoms
- Additional office duties as necessary

### **Job competencies**

- Accustomed to dealing with financial figures and accounts
- Trustworthy, responsible, professional and committed
- Effective communication and interpersonal skills
- Planning and organisational skills
- Ability to work to deadlines
- Technical skills
- Team work
- Achieving results
- Problem solving
- Quality improvement
- Self-motivation
- Confidence
- IT skills
- Excellent attention to detail
- Flexible working practice

### **Minimum knowledge & experience requirements**

- Combined accounting and finance experience
- Knowledge of accounting principles and procedures
- Good IT skills and a keen interest to learn new software and systems
- Hardware awareness

### **Preferred knowledge & experience requirements**

- Proven working experience as a Finance and Office Manager
- A recognised accounting or financial qualification
- Excellent account software user and administration skills (we use SAP Business One plus Microsoft Office)

- Excellent IT skills including knowledge of Microsoft Windows Server and SQL plus hardware familiarity
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements
- Experience with general ledger functions and month/year end close process