

JOB TITLE	Finance and Business Manager
LOCATION	Aberdeen, UK
REPORTS TO	Managing Director

DESCRIPTION OF FUNCTION

Wernink International are currently recruiting for a Finance and Business Manager to manage all aspects of finance and business services to ensure stability, growth and profitability for the company.

JOB RESPONSIBILITIES

The activities below are those key to this role. This list is not exhaustive and additional duties may be added where appropriate to your role.

- Preparation and reporting of monthly management accounts including variance analysis and balance sheet reconciliations
- Preparation, managing, monitoring and interpreting company cashflow forecasts
- Preparation and development of company budgets, including conducting reviews and evaluations for cost reduction opportunities
- Collate information for preparation and management of monthly company payroll, including full reporting to HMRC
- Responsibility for company benefits scheme, including company pension
- Ensure compliance to HMRC in relation to all items covered by PAYE
- Prepare and process month end journals
- Check and submit quarterly VAT return
- Liaise with external accountant in regard to year end processing
- Prepare monthly sales invoices, adhering to external contracts to ensure correct information is given
- Manage BACS payment runs for supplier and subcontractor invoices

COMPETENCIES REQUIRED; KNOWLEDGE, SKILLS AND EXPERIENCE

- Degree qualified or equivalent working experience
- Experience with financial software packages and accounting systems
- Finance accounting skills as well as business management skills
- Excellent organisational and planning skills
- Excellent communication skills with clients and sub-contractors
- Excellent interpersonal skills
- Supervisory and leadership skills
- Develop and maintain good working relationships at all levels
- Prioritise and manage own workload amid conflicting demands and busy work periods
- Think ahead and anticipate needs before they arise
- Work on own initiative and with limited supervision