



Senior Finance Manager
Ellwood Atfield



ellwood atfield

The communications and
advocacy headhunter

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HEADLINES

Title	Senior Finance Manager (working towards Head of Finance)
Organisation	Ellwood Atfield
Time	Permanent & full time
Location	Westminster (Home/flexible & currently “Covid” Remote)
Salary	£36,000 to £45,000 (depending on experience)
Reporting Line	FD (dotted line to MD)
Team	Part of the Finance & Operations Team
Start	ASAP
Benefits include	Performance Related Bonus Circa 10% (Part personal, part business), Vitality Private Health, 25 Days Holiday (+ up to 5 extra for Xmas and Firms Birthday)



Our annual Spring celebrations! Paris 2019

ABOUT US

We are the number one executive search/recruitment firm in our market. We specialise in delivering our prestigious clients, communications, public policy and sustainability experts. Based in Westminster our culture and ethos is “One Team”. Like many businesses, Covid-19 has hit us hard, but with almost 20 years of trading behind us we have been through tough times before. We are financially strong, doing much better than our competition and have BIG plans for 2021 and beyond!

Two “Fun Facts”

We are the only UK recruitment firm to have welcomed two Prime Ministers to its offices.

When Covid-19 started we set up www.CommsVolunteers.org Putting 500 volunteers together with 100 charities and health organisations.

We are an elite, well connected firm that cares. So, Join our Team!

ABOUT THIS JOB

After six years our current fantastic Senior Finance Manger is returning to New Zealand. This is a varied role for an experienced accountant, you will be the centre of our finance function and working with a small but brilliant team. All our clients are prestigious organisations and all of our consultants are smart, sophisticated and able (so not your typical Recruitment firm). You must already have enough experience to deliver this job perfectly, but we hope you might also have the ambition and capability to develop into our Financial Controller and later become our Head of Finance.

EXTRAS ABOUT THIS JOB

We hope to hire someone who will see this as a real career opportunity and be excited by the potential to make a huge impact in a small organisation. We also hope you will find our market of real interest, Kate our Head of Operations a great (and fun) colleague and Ben our MD, a bit eclectic at times but a patient, encouraging great boss.

ABOUT YOU

You must be prepared to “roll up your sleeves” and deliver the routine as well as wishing to learn and prepare the monthly management accounts and, in time, provide commercial analysis to the management. You will need to be a good communicator, self-confident and able to stand your ground when expressing your view. You must have excellent organisational and prioritising skills, able to manage multiple tasks with an exceptional attention to detail. You need to have a strong work ethic and be a self-starter. Finally, a proactive owner and solver of problems with an optimistic view on life would be great too.

RESPONSIBILITIES AND DUTIES

1. **Perm & Interim invoicing:** Creating and entering invoices from Jobscience (our salesforce based CRM) into Xero, sending to clients, updating forecast.
2. **Bank reconciliations:** RBS and NatWest, update Xero & Jobscience and mark invoices as paid. Liaison with bank.
3. **Invoice Finance:** CID monthly reconciliation and liaison with IF team at the bank.
4. **Sales Ledger:** Invoicing all clients according to the agreed terms and ensuring the terms that are in place reflect the details of the invoice to be raised.
5. **Purchase Ledger:** Posting supplier invoices and managing payment runs.
6. **Payroll:** Updating commission sheets, preparing monthly payroll spreadsheet, double checking the output from the payroll company. Maintaining master record of employees' salaries etc.
7. **Pension Control:** Manual upload on the Smart Pension Portal.
8. **Month End Accounting Routines:** Reconciliations, posting transactions, calculating prepayments and accruals, producing a trial balance, etc.
9. **VAT returns & EC Sales Lists:** Checking the output from Xero, submitting to HMRC and making payments at the correct time.
10. **Supervising the Accounts Assistant:** (See below).
11. **HR:** Insurance (add new employees into scheme), preparing contracts and new joiners forms, record keeping, entry of sick leave, maintaining annual leave balances.

MANAGING (Up, down and sideways)

You will manage our Accounts Assistant whose key responsibilities are:

Interim Administration: Timesheets control and processing to create sales invoices, entering LTD company purchase invoices, payroll calculations, processing new starters forms, Intermediary reports to HMRC

Credit Control: Applying the company's credit control procedures.

Expenses: Processing credit card statements, checking the entries and confirming the balance on the bank's monthly credit card statement.

You will also work closely with our Part-time Finance Director. He is hugely experienced and really enjoys passing his knowledge on to others. Another Key relationship will be with Ben our MD he's enthusiastic and fun, but also expects as close to perfection in processes, routines and structures as is achievable. Finally, you will be working closely with our team of circa fifteen consultants. To do this you will need to be confident, a good communicator and able to say "no" and "straight away please" while also being warm, approachable and enthusiastic.

EXPERIENCE/SKILLS/QUALIFICATIONS

Essential

- Experienced Xero user
- Excellent (and advanced) Excel skills
- Accountancy qualification (or working towards an advantage, possibly QBE acceptable)
- Practical experience essential, ideally in a recruitment business (or other services firm such as Legal, architecture, Management consultancy etc)
- Brilliantly organised and both task and objective orientated
- Exacting attention to detail
- Willing to ask for help and assistance when experiencing difficulties

Good To have

- Knowledge of Salesforce
- Understanding of recruitment metrics
- Operations experience

HOW TO APPLY

Please click [here](#) to visit our website to apply for this role.

If this looks like your next step or if you would like to have a chat then please contact Emma Harrison for a confidential discussion.

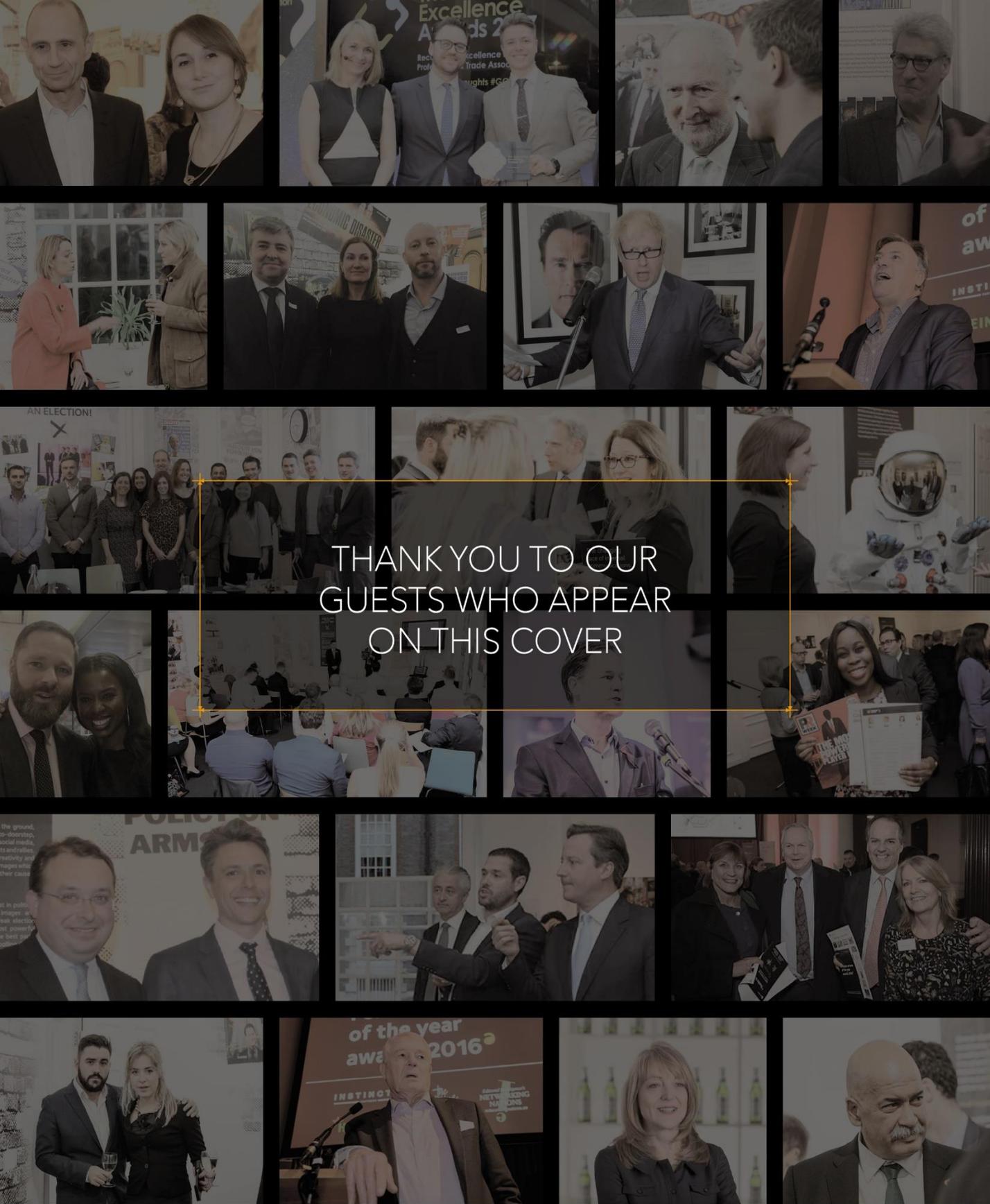
Email: emma@ellwoodatfield.com

Tel: 07776 858 568

Inclusivity and empowerment are the cornerstones of our culture here at Ellwood Atfield and we welcome applications from all backgrounds.



Ellwood Atfield's Great British Bake Off! 2019



THANK YOU TO OUR
GUESTS WHO APPEAR
ON THIS COVER

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