

## JOB DESCRIPTION

**Name:**

**Job title:** Finance Manager

**Company:** Clyde Marine Recruitment

**Responsible to:** Managing Director / Director

***The role of Finance Manager performs a critical support function to the managing and co-ordinating accounting functions and ensuring the continuous fluidity of cash flow. The role is both demanding and diverse requiring a great deal of initiative, accuracy and attention to detail. An efficient and effective Finance Manager is seen as an essential aid in achieving company objectives and ensuring the company remain at the forefront of their industry.***

### Essential Duties

- Ability to communicate effectively and build close working relations with clients, customers, and colleagues to achieve agreed budgets, targets and objectives.
- Oversee end-to-end finance operations to ensure the smooth running of the Finance department
- Keep abreast of finance and payroll legislation, ensuring the company remains compliant at all times
- Preparation of financial statements and management accounts, including preparation and submission of VAT and Inland Revenue Returns and payments including corporation tax
- Assist and cooperate fully with Company Accountants
- Assist Company Accountants with audit preparation
- Ensure timely payment of PAYE and NIC to HRMC
- Ensure timely payment of suppliers and third parties
- Prepare regular reports to management
- Assist in the preparation of annual budgets and regular forecasting for the company and various vessels
- Ensure the ongoing improvement of finance, payroll and credit control procedures
- Cash flow forecasting for MMG and CMR
- Review the credit worthiness of potential new clients and report findings to management
- Review of debts for bad and doubtful debt provisions
- Oversee and report the financial performance of the company including satellite sites
- Act as first point of contact for high-level finance and payroll matters, escalating to the senior management team as necessary
- Supervise, guide, and motivate the finance team, reporting any concerns and suggested remedies to management at the earliest opportunity
- Assist with department appraisals, 1-2-1 meetings and HR investigations
- Provide structured training and coaching to the finance department, ensuring new and existing staff are familiar with internal practices, client requirements and applicable regulations
- Ensure workloads are balanced amongst team and priorities are identified, allocated and overseen to ensure best service is delivered to clients and candidates
- Foster a strong team relationship, leading by example

- Assist with weekly, fortnightly and monthly processing of all payrolls when required
- Take personal responsibility for allocated tasks
- Adhere to the Company's Equality Policy, ensuring dignity and respect is always shown to colleagues
- Always maintain confidentiality of the Company and adhere to the principals of the Data Protection Act 2018 and GDPR.
- Ensure the appropriate standards of Health and Safety are adhered to in line with and future legislation
- Ensure that you fully understand your roles and responsibilities through regular communication with your Managing Director /Director
- Adhere & comply to SMO code
- The above list of duties is not illustrative & not exhaustive; the post holder may be required to undertake any other relevant duties commensurate with the job as directed by management.

### **Experience and Skills Specification**

- Experience of working in a fast-paced financial background
- A sound working knowledge of VAT and PAYE processes and procedures
- Payroll experience
- A sound understanding of accounting and credit control methods and current practices
- Experience of Sage Line 50, Xero, or similar software
- Competent in the use of Microsoft office excel and word

### **Education / Training**

- Minimum HNC or equivalent in Accountancy / Accountancy related subject or extensive in-house training within the financial sector
- Fully or Part Qualified accountant (ACA, ACCA, CIMA) desirable

### **Personal Specification**

- Ability to delegate and manage others
- Effective interpersonal and team working skills
- Professional, approachable and ability to deal with confidential situations and information in a diplomatic and reasonable manner
- Ability to coach and mentor team
- Able to plan, prioritise and manage a complex workload.
- Must have a readiness to adopt a flexible approach to tasks.
- Work effectively under pressure
- Reliable

### **Additional Requirements**

- Some travel throughout the UK and Europe may be required
- Eligibility to work in the UK

*Training & Support may be provided over a period of time for this position.  
However, it is also your responsibility to communicate any areas you require support.*

**Employee Signature:** \_\_\_\_\_

**Date:**

**Management Signature:**

A handwritten signature in cursive script, appearing to read "C. Lee", is written on a white rectangular background. This background is placed over a horizontal line that serves as a signature line.