

HEAD OF FINANCE



Would you like to work with our business owners and directors to help manage our client accounts, invoicing and debt management. Along with controlling projects to deliver efficiency gains across our billing platforms? Join our team as our Head of Finance.

Personal Attributes:

- Presentable
- Good timekeeping
- Conscientious
- Good telephone manner
- Enthusiastic
- Prior experience as a financial controller
- Relevant accountancy qualifications preferred
- Knowledge of Xero accounting preferred
- High attention to detail
- Ability to work to tight deadlines

Job Description:

- Office based in Lancing
- Work alongside Managing Director
- Oversee all company accounts
- Create monthly and annual reports to identify results, trends, and financial forecasts
- Manage cash flow by tracking transactions and regularly reviewing internal reports
- Supervise and manage financial department staff.
- Motivate and lead finance team members by clarifying roles and providing helpful feedback
- Suggest updates and improvements for accounting systems & process
- Ensure that all financial transactions are properly recorded, filed, and reported
- Collaborate with auditing services to ensure proper compliance with all regulations
- Develop budgets and financial plans for the company based on research and data reports
- Review all financial plans and budgets regularly to look for cost reduction opportunities
- Examine all financial reports and data closely to check for discrepancies
- Create systems to prevent errors in data collection and calculations
- Report to the Managing Director with timely and accurate financial information
- Learn Products and Services provided by 5rings Group
- Build strong relationships with suppliers and clients
- Full understanding of the Billing system and adding/amending charges

For the right person, this would be an ideal opportunity to learn and prosper with an expanding company. Salary TBC on application

Contact Peter Raynsford on 0333 2200 555 or [e-mail Peter](#) for more information