



Job Description

Job Title: Finance Accounts Manager

Department: Accounts

Reports to: Director

Direct Reports: Accounts Assistant, Payroll Administrator, Purchase Ledger and Sales Accounts Administrator

Main Scope of Job

1. To plan, organise and control the Accounts Department in order to in order to meet budgets and provide support to the Business.
2. To manage and develop direct reports within the Accounts Department, remaining alert to the Business's changing needs.
3. Be responsible for project work as detailed by the Directors.
4. Participate in profit improvement programmes and be proactive in identifying areas that will provide financial savings.
5. Ensure that Company financial and related records meet internal and statutory requirements.
6. To proactively adopt and support the 'People Values' across the Business on an ongoing basis.
7. Ensure that all Health & Safety requirements concerning the Accounts departments areas of responsibility are in place.

Management Behaviours

Customer Focus	Business Commitment	Developing Capability	Flexibility
Forward Thinking	Relationship Building	Results Focused	Challenge

Specific Areas of Responsibility

1. Be responsible for the company income and expenditure ensuring that suppliers are paid in a timely manner and that debt is monitored and recovered.
2. Preparation and communication of Monthly Management accounts to the Directors together with supporting information detailing further analysis of the variance.
3. Preparation of Company Annual Budget by end of February.

4. Overall responsibility for review of Year End Accounts and liaison with the Auditors and ensuring that systems/procedures minimise the risk of fraud, theft and bad practise.
5. Leading, motivating and scheduling the tasks of direct reports to create a dynamic team, ensuring they are kept up to date with business objectives and matters of health and safety by regular team meetings/121s.
6. Liaison with Government Bodies relating to Tax and VAT matters and ensuring that all returns are completed and submitted as requested.
7. Climate Change Levy – Installation of the Group Scheme Agreement, dealing with all correspondence together with monthly Monitoring and Control of Energy Usage for reporting to DEFRA, appraisal of best options available to the company to ensure our targets are met, and communication of these targets and action plans to Directors.
8. Negotiation of all the Company's Utility Contracts on an annual basis and liaison with Utility Cost Reduction Companies for the analysis of billing errors and overcharging. These include Telephone Carriers, Gas, Electric and Water. Issue report detailing new terms and charges to annual cost.
9. Liaison with Property Surveyors and the Local Council to identify overcharging with regards to the Company's Properties Rateable Values and instigation of the appeals process where overcharging has been identified.
10. Dealing with all Insurance Matters for the Company – including the negotiation of renewal premiums, employer liability claims, vehicle claims, theft and damage claims, EU 4th Vehicle Insurance Directive Reporting, security matters, and liaison with the insurers Risk Assessors on site survey's and liaison with our in-house engineers regarding the work required as identified in their assessment. Issue report highlighting areas of risk and advise accordingly.
11. Administer the Apprenticeship levy, Pension, Health Scheme in conjunction with the HR Manager.
12. Identify all instances where direct reports are found to have failed to comply with the Company regulations and Policies, this includes good practice, and take appropriate disciplinary action.
13. Any other duties commensurate with the grade and level of responsibility of this post.

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the business.

Employee Name (Print): _____

Employee Signature: _____

Date: _____