



Part Qualified and Qualified
Financial Recruitment

JOB DESCRIPTION GUIDE



Job Description Guide 2018

Venture Recruitment Partners

Accounts Assistant

Job Overview

The Accounts Assistant takes responsibility for general company administration and Accounting duties with a specific focus on payments and expenses.

Duties and Responsibilities

- Purchase ledger invoice entry and payments
- Purchase order reconciliation
- Reconciling aged creditors
- Operation of Cashbook
- Bank reconciliations for Sterling, Dollars and Euro accounts
- Credit card reconciliations
- Petty cash
- HR procedures with regards to employee expenses
- Maintaining payroll files
- Commission analysis
- General administration

Management responsibilities

- No management duties

Skills / Attributes Required

- Studying AAT qualification (part-qualified)
- Excel / Word
- Good time management skills
- Good attention to detail

Basic Salary Range

SME: £16,500 - £22,000

Corporate: £18,500 - £24,000

Practice Accountant

Job Overview

To provide support for Managers and Directors in providing professional accountancy services to fee-paying clients. The services can include financial reporting, taxation, audit and assurance.

Duties and Responsibilities

- Liaising with clients (individuals and businesses) and providing financial information and advice
- Producing year-end accounts
- Undertaking financial audits
- Complete VAT Returns
- Advising on tax planning
- Maintaining records, preparing accounts and management information
- Advising on business transactions, such as mergers and acquisitions
- Advising clients on areas of business improvement, or dealing with insolvency
- Completing self-assessments and corporate tax returns
- Maintaining accounting records and preparing accounts and management information for small businesses
- Supporting junior colleagues

Skills / Attributes Required

- ACCA / ACA qualified or QBE
- Legislative compliance – ability to interpret relevant legislation to clients
- Previous experience of working with clients in a busy accountancy practice
- Sound knowledge of payroll / PAYE and experience in preparing VAT returns for a wide range of clients
- Knowledge of Accountancy / Tax Software such as SAGE, Xero and Iris would be useful

Bookkeeper

Job Overview

To take responsibility for general company administration and Accounting duties including invoicing and managing accounts.

Duties and Responsibilities

- Purchase ledger invoice entry and payments
- Purchase order reconciliation
- Sales ledger invoice entry
- Reconciling aged creditors/debtors
- Operation of Cashbook
- Nominal ledger transactions and journals
- Bank reconciliations
- Petty cash
- VAT returns
- EC VAT returns
- HR procedures with regards to recruitment, obtaining necessary forms and creation of employees on payroll
- Maintaining payroll files
- Employee holiday and sickness recording
- Expenses and mileage payments
- Processing payroll and BACS processing (monthly and fortnightly)
- Monthly production of management accounts
- Profit and loss, and balance sheet reconciliations and production
- Stock analysis and valuation
- General administration

Skills / Attributes Required

- Sage Line 50 experience
- Sage Payroll
- Excel / Word
- Good time management skills
- Good attention to details

Typical Salary Range:

£20,000 to £29,000

Financial Controller

Job Overview

The Financial Controller leads the company's financial accounting and reporting. Controlling activities across the group of companies to ensure they are carried out efficiently, effectively and in line with best practice.

Duties and Responsibilities

- Develop systems and procedures to ensure the efficient and effective management of the company's finances
- Using a financial control framework, including financial accountabilities and authorities to ensure full financial control
- To develop and control a centralised accounting system to ensure that accounts are effectively managed
- Act as the main point of contact to external auditors and provide all required information
- Ensure accounting policies comply with the relevant accounting standards and that group policies are followed
- Recommend changes that will improve the company's financial performance and financial controls
- Draft statutory accounts for the group of companies

Skills / Attributes Required

- Fully qualified Accountant (CA, ACA, ACCA or CIMA)
- Previous experience in a similar position, including experience of providing Financial Control across a group of companies
- Sound and up to date knowledge of UKGAAP and International Financial Reporting Standards (IFRS)
- Experience of managing staff within the Accounts department
- Excellent Excel modelling skills

Typical Salary Range:

SME: £50,000 - £75,000

Corporate: £60,000 - £75,000

Finance Manager

Job Overview

To manage the company's financial accounting, reporting and control activities and to ensure they are carried out efficiently and in line with best practice. Deliver monthly accounts, budgeting, forecasting, reporting and account preparation and payroll.

Duties and Responsibilities

- Deliver monthly accounts, budgeting, forecasting, reporting and account preparation and payroll
- Develop systems and procedures to ensure the efficient and effective management of the company's finances
- Manage the financial accounting, reporting and control activities
- Line manage the Accounts Assistant
- Act as the main point of contact to external auditors and provide all required information
- Ensure accounting policies comply with the relevant accounting standards and that group policies are followed
- Recommend changes that will improve the company's financial performance and financial controls
- Draft statutory accounts for the group of companies

Skills / Attributes Required

- Full or part qualified Accountant (CA, ACA, ACCA or CIMA)
- Previous experience in a similar position, with hands on experience in the management of monthly accounts, budgeting, forecasting, reporting and account preparation
- Experienced in budget control and taking overall responsibility for finance and administration
- Experience of working with SAP Accounts system or knowledge of
- Experience of managing staff within the Accounts department
- Excellent Excel modelling skills
- Effective communications skills
- Demonstrable experience in improving systems
- Ability to communicate budget controls and financial reporting effectively

Typical Salary Range:

SME: £42,000 - £55,000

Corporate: £45,000 - £65,000

Finance Director

Job Overview

The Finance Director works alongside the MD or CEO and has overall control and responsibility for all financial aspects of the company. Managing the financial team through month end, yearend and annual budgets.

Duties and Responsibilities

- Manage and mentor the finance team
- Cash management
- Annual budgets and targets
- Overall responsibility of all financial transactions and accounts
- Weekly and monthly updates
- Annual accounts

Skills / Attributes Required

- ACA, ACCA or CIMA qualified
- Strong interpersonal skills and experience of managing teams
- Strong IT skills

Typical Salary Range:

SME: £65,000 to £95,000

Purchase Ledger Clerk

Job Overview

Reporting to the Financial Controller or Accountant, they are fully accountable for the whole purchase ledger process, from purchase orders through to invoices and reconciliation. They provide an indispensable service to the finance team, underpinning the wider financial stability of the business through their robust processes and systems.

The main duties of the Purchase Ledger Clerk include matching and coding invoices, preparing and running BACS payments, reconciling supplier statements and working out VAT payments. The Purchase Ledger Clerk will generally work as part of the finance team; however, they may work independently in a smaller organisation.

The role of a Purchase Ledger Clerk is to provide a professional and efficient service to the finance function, monitoring how much is owed at all times and providing accurate financial information to the Finance Director as needed.

Duties and Responsibilities

- Matching, checking and coding invoices
- Working out VAT payments
- Making payments via BACS and cheques
- Processing staff expenses
- Setting up of new supplier accounts and maintaining existing account details
- Reconciliation of supplier statements
- Filing invoices
- Managing petty cash
- Data entry
- Being first point of contact for all relevant enquiries
- Maintaining strong relationships with customers and suppliers
- Reviewing systems and processes and making improvements where necessary

Skills / Attributes Required

- Excellent communication skills
- Solid team working skills
- Self-disciplined and efficient, with a flexible and proactive nature
- Experienced in Excel and Microsoft office packages
- Knowledge of software packages such as SAGE and BACS
- Demonstrable experience of bookkeeping
- Ability to work to deadlines

Typical Salary Range:

SME: £16,500 - £25,000

Corporate: £21,000 - £28,000

Finance Analyst

Job Overview

Analyses financial status by collecting, monitoring, and studying data; recommending actions.

Duties and Responsibilities

- Determines cost of operations by establishing standard costs; collecting operational data.
- Identifies financial status by comparing and analysing actual results with plans and forecasts.
- Guides cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions.
- Improves financial status by analysing results; monitoring variances; identifying trends; recommending actions to management.
- Reconciles transactions by comparing and correcting data.
- Maintains database by entering, verifying, and backing up data.
- Recommends actions by analysing and interpreting data and making comparative analyses; studying proposed changes in methods and materials.
- Increases productivity by developing automated accounting applications; coordinating information requirements.
- Protects operations by keeping financial information confidential.
- Maintains technical knowledge by attending educational workshops; reviewing publications.
- Contributes to team effort by accomplishing related results as needed

Skills / Attributes Required

- Corporate Finance
- Developing Standards
- Quality Management
- Problem Solving
- Process Improvement
- Cost Accounting
- Statistical Analysis
- Financial Planning and Strategy
- Reporting Research Results
- Requirements Analysis
- Financial Skills

Typical Salary Range:

SME: £31,000 - £47,000

Corporate: £40,000 - £57,000

Payroll Manager

Job Overview

To provide a competent, effective and timely payroll function for the business. The Payroll Manager is required to process company payroll on a monthly or weekly basis, ensuring all information and records relating to payroll are up to date.

A Payroll Manager must be pro-active, organised and efficient to successfully support the business.

Duties and Responsibilities

- Process payroll as per company requirements
- Monthly / weekly distribution of staff wages via BACS or cheque
- Maintain payroll records
- Ensure processes and procedures follow current regulations
- Respond and resolve queries from employees and management relating to payroll
- Calculate wages and deductions
- Regular usage of payroll systems, including data compilation and input
- Liaison with HMRC
- Develop the payroll function to ensure it continues to meet business needs
- Calculate tax and NI commitments
- Set up and process new employees
- Issue tax forms to staff
- Check hours and calculate overtime and holiday pay
- Process relevant paperwork
- Involvement with special situations such as maternity pay
- Administer accurate records for new starters and leavers

Skills / Attributes Required

- Superb IT skills, including proficiency in data entry, Excel and Microsoft Office
- Working knowledge of PAYE, SMP and NIC
- Focused and diligent, with excellent attention to detail
- Demonstrable experience in a similar role
- Ability to successfully communicate with people across the business

Typical Salary Range:

SME: £24,500 - £33,000

Corporate: £45,000 - £60,500