



JOB DESCRIPTION

Job Title:	Finance Manager
Reporting To:	Managing Director
Location:	Euston, London

Purpose of the Job

A hands-on role as the sole finance specialist to manage all finance processes and to increase the financial success of the company through advising on profitability of proposals and lines of business, achieving cost savings and providing accurate and timely management information

Main Duties and Responsibilities

1. Finance Processes

- a. Accounts Payable: Enter invoices onto system, matching to PO's; pay invoices in a timely manner and reconcile supplier statements
- b. Accounts Receivable: Oversee and manage credit control, intervening as necessary to ensure that client invoices are paid in a timely manner; manage credit control escalations including legal action if necessary
- c. Expenses: Check coding and pay employee expenses
- d. Payroll: Prepare payroll information sheet each month, assimilating information from a range of sources; liaise with payroll bureau; check payroll reports and make payments to employees and for PAYE; at year end, collate data for P11D filing
- e. Pension: Upload pension data to pension provider portal; enrol new employees onto pension and process all pension contribution changes; advise payroll of all employee deductions and employer contributions; make pension payments; re-enrol employees as required by law

2. Finance Controls:

- a. Cash flow: undertake regular cash flow forecasts and advise MD accordingly, in light of regular bank reconciliations
- b. VAT: calculate and undertake VAT submissions
- c. Fixed Asset Register: update on monthly basis
- d. Month-end: close the books to ensure accurate and complete accounting
- e. Year End in support of external accounting firm: Prepare all accounts; prepare information for calculation of R&D tax credits; pay corporation tax as advised

3. Business Management

- a. Management Accounts: Prepare accurate and timely management accounts
- b. Budget: Assist MD to prepare annual budget, liaising with line managers for information gathering and to understand requirements
- c. Cost Management: Undertake a quarterly supplier review of recurring expenditure to manage costs, renegotiating terms as necessary; review and secure best rates for FX; tender and rebroke insurance policies; review credit card charges and expenditure
- d. Profitability: Calculate, explain and advise on P&L by head/ function; analyse business profitability and advise; review profitability of sales proposals and advise



Person Specification

Education / Qualifications

- Ideally degree educated in a relevant discipline
- At least part-qualified accountant

Knowledge and Experience

- Experience of both financial and management accounting
- Familiarity with a small business
- Understanding of hi-tech business and managed service provider in particular is preferred
- Confident with a range of finance systems required; Knowledge of Xero preferred.
- Proven ability to work in a stand-alone finance role

Personal Qualities and Competences

Excellence Needed: Vital to role:

Customer Service	Views personal contribution from the customers' perspective, putting the customer first, demonstrating understanding of the customer's point of view and at least meeting customer expectations
Strong Oral and Written Communication	Able to express complex concepts clearly, both in writing and orally, understanding the audience and adapting language and style accordingly; proactive in communicating with others
Quality Focus	Adhering to and improving the processes, procedures and systems to ensure consistent compliance with internal and external standards. Displaying high work standards and a strong desire to do well
Problem Solving	Identifies problems, conducts appropriate analysis to identify the cause of the problem; identifies a range of possible solutions and selects the most appropriate for the circumstances
Attention to Detail	Pre-empt possible issues by identifying the full consequences and logical conclusions of decisions, mitigating any concerns; rarely makes errors in work and is able to identify errors and inconsistencies in work of others
Multi-Tasking	Is able to manage multiple projects and activities concurrently, including managing deliverables from others, meeting deadlines and maintaining high quality standards
Commercial awareness	Demonstrates strong understanding of the business and the financial implications of different alternatives
Decision Making	Makes clear, consistent and transparent decisions; acts with integrity in decision making; distinguishes relevant from irrelevant information and makes timely decisions

Needed consistently: important to the role

Working under pressure

Performs effectively under pressure of time and importance of goal to be achieved and despite setbacks continues to think and act clearly and logically to achieve goal; responds sensitively in situations despite opposition.



Influencing & Persuasion	Through appeal to logic and emotion, causes others to modify their thoughts, plans, convictions, outlooks; recognises resistance and/or opposition and consciously addresses this, directly or indirectly to mitigate.
Negotiation	Successfully advocates own position with internal and external parties, orchestrating win-win solutions. Exhibits both tactical and strategic understanding during the negotiation process.
Design and Implement Process	Identifies required systems and processes and accurately assesses the complexity of systems/ process required to achieve the business goal; ensures that systems/ process is expressed in an accessible way for others to use and actively works to ensure successful introduction of the systems/ process and subsequent follow-up
Research & Evaluation	Able to identify the pertinent information to be gathered from multiple sources for a sound decision to be made and then conduct the appropriate analysis of that data to draw objective and well-reasoned conclusions

The Company

What we can offer you

- Competitive salary depending on your experience and skills
- Medical Cash benefits
- Pension after 3 months of employment – T-Tech will match employee contributions up to 4% of salary
- Life Assurance
- Income Protection
- Learning environment working alongside experts in the latest technologies
- Special focus on training and development
- Social committee that organises quarterly social events (karting, bowling, pizza evenings and other exciting events)
- A vibrant London office
- Exceptional career progression opportunities

About T-Tech

T-Tech is one of the fastest growing IT Consultancy, Support and Cloud Services providers in the UK, serving small and medium-sized businesses. Our customers demand and deserve great proactive service and responsive support. We understand how important it is to optimise day-to-day operations and we help our customers embrace innovation and drive growth. We do that by showing them how to cut risk, improve productivity and leverage IT to gain competitive advantage. At T-Tech, we're about keeping UK business up and running, resolving problems quickly, providing personal attention and providing our customers with reliable IT support when they need it.

Our company focuses on 5 areas of service Business Consultancy; IT Support; Technical Consultancy; Security; Cloud & Networks.



T-Tech has created a working environment that is personally and professionally challenging and enjoyable. At T-Tech you will be joining a talented team that values your input and knowledge. We are looking for highly motivated, talented individuals to join us in realising our vision.