



Job Title	:	Head of Finance
Salary Range	:	Depending on qualifications & skills set
Start Date	:	Immediately
Full Time	:	Permanent Contract of Employment
Hours	:	8.45am to 17.15pm Monday to Friday with 1 hour for lunch
Free Lunch Provided	:	Resident Chef provides free daily lunch (optional £1 per day contribution to charity)
Holiday Entitlement	:	32 days p.a (including the 8 bank holidays)
Contractual Sick Pay	:	Commencing after 6 months continuous employment (terms applied)
Education Requirement	:	Qualified or part qualified ACA (chartered accountant) or ACCA (certified accountant)
Place of Work	:	Unit 15, Nepicar Park, London Road, Wrotham, Kent TN15 7AF
Experience	:	Minimum of 3 years working as Head of Finance or similar role

Summary

Akita Systems Limited is an expanding business to business IT specialist. Having experienced rapid growth, we are looking for a confident and outgoing individual to join our team on a permanent, full time basis in the capacity of Head of Finance reporting directly into the two Directors.

Job Specification

In the capacity as Head of Finance the successful candidate will be responsible for the preparation of management accounts, budgets and cashflow forecasts; preparation and submission of VAT returns; supervising staff who are responsible for credit control, suppliers' payments and other financial tasks; liaising with the directors to ensure capital and resources are used efficiently; ensuring compliance with tax and other legislation; liaising with the company's external accountant.

To be successful in this role, the successful candidate should have experience of preparing management accounts, and managing accounting teams. Knowledge of accounting procedures is imperative with proven experience as a Head of Finance, or similar role.

The future goals for the finance department over the next 24 months driven by the Managing Director are the implementation of a dynamic performance related remuneration scheme and moving the Accounting platform from Sage to Microsoft Business Central which would link to our Microsoft CRM platform so we can benefit from increased automation and improved business reporting.

Skills Required

- ❖ Monthly management accounts with an explanation of the results to the directors
- ❖ Forecast monthly, quarterly and annual budgets updating where necessary
- ❖ Help manage cash flows
- ❖ Understand payroll reporting requirements to ensure these are complied with by payroll bureau
- ❖ Advise on suggested department budgets
- ❖ Supervise a current team of 3 – growth expected
- ❖ Conduct profit and cost analyses
- ❖ Work towards all accounting activities and internal audits comply with financial regulations



- ❖ An awareness of the current tax legislation regarding the treatment of business expenditure; employee benefits in kind; MTD for VAT etc.
- ❖ Investigate and discuss with Directors funding options
- ❖ Proficiency in Sage accounting software
- ❖ Leadership abilities
- ❖ Confidential and trustworthy approach to work
- ❖ Good excel and outlook skills
- ❖ High level of professionalism
- ❖ Excellent organisational skills
- ❖ Excellent time management
- ❖ Excellent attention to detail
- ❖ Analytical, logical, tenacious and methodical approach
- ❖ Excellent verbal and written communication skills
- ❖ Excellent telephone manner
- ❖ Enjoys working within a busy reactive environment

The responsibilities of the position may include but are not limited to:

Primary responsibilities

- ❖ Preparation of management accounts, cash flow and budgeting forecasts
- ❖ Assessing possible cash risks and ensuring all accounting activities comply with regulations
- ❖ Effective delegating of work to ensure deadlines are met in a timely and efficient manner
- ❖ Overseeing and assisting with all accounting duties listed:

Daily basis

- ❖ Raising sales Invoices, bank reconciliation, checking, cross referencing and entering purchase invoices with orders and sales invoices, following up on job sheets.

Weekly basis

- ❖ Supplier payments

Monthly basis

- ❖ Salaries – setting up collating the information and posting journals
- ❖ Calculation of dividend payments for Directors and shareholders
- ❖ PAYE, Journals, Barclaycard expenses collating receipts and posting onto the system
- ❖ Communications invoices to be cross referenced against sales invoices and posted
- ❖ Debt collecting
- ❖ Cash flows
- ❖ Maintain the fixed asset register
- ❖ Reviewing the accounts with the ability to notice posting errors, whether it be a nominal, debtors or creditor posting error



Quarterly and annual basis

- ❖ VAT returns
- ❖ Liaising with external Accountant for year-end information and journals
- ❖ S.A. payments for Directors
- ❖ Preparing and presenting monthly management meetings to the Directors and recommending various changes to assist with profitability
- ❖ Manage ongoing personal development and the team as a whole

Secondary responsibilities

- ❖ Attending monthly departmental meetings, out of hours to ascertain and assist other departments with their budget requirements
- ❖ Company secretarial matters eg. filing annual Confirmation Statement at Companies House

The Company reserves the right to and may require the candidate to perform other duties from time to time and it is a condition of this employment that the candidate is prepared to do this. The job description does not form part of the Contract of Employment.

In accepting this position, the candidate warrants that they are entitled to work in the UK without any additional approvals.