

Accounting and Finance Manager

Summary

Reporting to the Finance Director, this is a dual role. The first key responsibility is to manage the accounts and finance team and to oversee the timely production of client financial statements and other financial and tax information as required. The second key responsibility is to support the Finance Director in providing key operational financial information as appropriate.

Accounting Responsibilities

- Day to day management of the accounts and finance team ensuring all coaching and training needs are identified and met.
- Production / review of annual accounts to an agreed timescale as agreed by the Finance Director.
- Preparation and review of periodic financial information for client structures, as appropriate, on an accurate and timely basis
- Review of the Acumen database to ensure information is accurate and consistent throughout.
- Review of VAT and tax returns and liaison with HMRC and relevant tax advisers in respect of correspondence received.
- Ensure compliance with appropriate internal, professional and regulatory standards, including those of the Guernsey Financial Services Commission, and ensure that appropriate Anti Money Laundering procedures are adhered to at all times.
- Responsible for providing technical support, as appropriate.
- Ad-hoc duties relevant to the nature and level of responsibility of the role.

Finance Responsibilities

- Responsible for providing detailed financial information to the Board of Directors, the Finance Director and the client administration teams as required
- The ability to draft and review internal controls and procedures.
- Responsible for drafting / reviewing creditor payments
- Management and reporting of/on the debt collection process.
- Ensure compliance with appropriate internal, professional and regulatory standards, including those of the Guernsey Financial Services Commission, and ensure that appropriate Anti Money Laundering procedures are adhered to at all times.
- Ad-hoc duties relevant to the nature and level of responsibility of the role.

Professional Qualifications & Experience

- Qualified ACCA or ACA with at least three to five years' financial services accounting experience.

Required Competencies

- An excellent knowledge of excel and an ability to manipulate large data sets. A working knowledge of Acumen is desirable but, training will be provided as necessary.
- Attention to detail is key.
- Combination of financial and management accounting skills.
- A history of creating or reviewing operational controls.
- Strong desire to improve the operational capabilities of the accounting and finance function.
- The ability to work under pressure in order to adhere to strict deadlines, producing accurate, professional documentation and correspondence at all times.
- Strong verbal communication skills to build effective, mutually beneficial and professional relationships with clients, intermediaries and colleagues.