

Finance Manager Dobson-Grey Job Description

Are you the high performing and high potential finance manager that we are looking for!

Hours: Full time

Location: Remote

License/Certification: CA/CMA/CPA/CFA or similar (Preferred)

Experience: Finance: 3 years (Required) total work: 5 years (Preferred)

Education: Master's (Required)

Salary: Upon application and subject to experience

Dobson Grey is an ISO 9001 certified multi disciplinary firm of RICS regulated chartered surveyors, town planners, health and safety and fire consultants based in the Midlands, working UK wide.

Our Mission Statement is to provide our clients with Care, Commitment and Consistency of Exceptional Service.

Our focus is to build a team of outstanding and driven people who work closely as a team, to provide the best consultancy services in the Midlands and the UK. We strive to provide dedicated and exemplary professional advice.

About the Role:

We are seeking a proactive and detail-oriented Finance Manager to join our team. The Finance Manager will be responsible for overseeing all financial activities, providing strategic financial guidance, and ensuring the integrity of financial reporting. This role requires a strong analytical mindset and the ability to communicate financial information effectively to various stakeholders.

Key Responsibilities:

- Booking of the daily accounts in the accounting system (Xero) and managing daily task lists regarding finance matters.
- Oversee the preparation and analysis of financial statements, budgets, and forecasts.
- Manage the company's financial reporting processes, ensuring compliance with accounting standards and regulations.
- Process timesheets and invoices for payment, ensuring accuracy and compliance with contractual terms and quotes.
- Manage sales invoices and chase aged receivables to ensure timely payments.
- Manage accounts on Xero, ensuring all items are posted to the correct accounts.
- Allocate expenses to relevant and correct accounts. Improve and encourage the same of staff using XeroMe for recording and reporting expenses and mileage.
- Manage PAYE staff, ensuring accurate payroll processing and compliance with tax regulations.
- Conduct supplier statement reconciliations to ensure accuracy and resolve discrepancies.
- Liaise with accountants to file all returns, including VAT, PAYE, and corporation tax, ensuring compliance with regulatory requirements and deadlines.
- Ensure accurate and timely preparation of VAT returns, working closely with accountants to resolve any discrepancies.
- Develop and implement financial policies and procedures to improve efficiency and accuracy.
- Conduct financial analysis to support strategic decision making and identify growth opportunities.
- Collaborate with department heads to monitor and manage budgets and financial performance.

- Prepare and present financial reports to senior management and the board of directors.
- Lead the annual budgeting process and provide ongoing analysis of variances.
- Manage cash flow and liquidity to ensure the financial health of the company.
- Improve use across the company of Harvest Time keeping system and improve outcomes of use by consultants and monitor timekeeping to enable improved invoice delivery.
- Reduce late payments to below 30 days with enhanced systems of invoicing and invoice reminders.
- Support Managing Director with updates to Live Plan and cashflow forecasts. Support with fund raising documents and tenders.
- Support Managing Director with applications for Regional and International business expansion grant applications.
- Support Managing Director with setting of central budgets for marketing and technology investment.
- Monitor and find savings for staff expenses and mileage claims to ensure efficiency of appointments.
- Managing Insurance and central office cost accounts e.g. Amazon business account, printers etc. Review effectiveness of Receiptbank and coordination with Xero and XeroMe.
- Complete review of subscriptions and outgoings to enhance profitability.

Qualifications:

- Bachelor's degree in Finance, Accounting, or a related field; CA/CMA or equivalent certification preferred.
- Minimum of 5 years of experience in finance or accounting, with a focus on managerial roles.
- Strong knowledge of financial reporting, budgeting, and forecasting processes.
- Proficiency in financial software, Xero, Quickbooks or similar; experience with MS Excel and [specific software, if applicable].
- Excellent analytical, problem-solving, and decision-making skills.
- Strong interpersonal and communication skills, with the ability to present complex information clearly.
- Ability to work collaboratively in a fast-paced environment and manage multiple priorities.

We Offer:

- Competitive salary and benefits package.
- Opportunity for professional growth and development.
- A supportive and dynamic work environment.

How to Apply: Interested candidates should submit their CV and a cover letter outlining their qualifications and experience to Justine Holt at jholt@dobson-grey.co.uk