



# Assistant Finance Manager

Prepared by:

Department Name: Human Resources

Email: [recruitment@cirrusresponse.com](mailto:recruitment@cirrusresponse.com)



## Table of Contents

1.1	Role Profile (The purpose of the role) .....	3
1.2	Responsibilities of the Role.....	3
1.3	Experience & Skills .....	4
1.4	What we offer .....	4
1.5	Security Protocol.....	4

# 1. Job Description

## 1.1 Role Profile (The purpose of the role)

We are seeking a highly skilled, detail-oriented and organised Assistant Finance Manager to join our team. You will be an integral part of the finance department, assisting with various financial and administrative tasks. The role requires developing a strong understanding of the business and the products Cirrus offers and confidence to challenge the status quo. This role is perfect for someone who has experience within a finance team and wants to broaden their experience and use their knowledge of finance at an exciting time as the company grows with a great opportunity to review and improve the processes and controls.

The Assistant Finance Manager will be responsible for the weekly cash flow statement production alongside monthly processes and journals, reconciling control accounts and management of the purchase ledger processes. The candidate will provide cover for the billing process including raising customer invoices, managing debt collection and ensuring the processes in place are robust.

## 1.2 Responsibilities of the Role

- Ad hoc purchase orders for purchases required by the business
- Month-end financial reporting and analysis and maintaining accurate financial records and documentation
- Assist with annual audit process
- Annual preparation of statutory documents including PSA / R&D
- Liaison with HMRC including companies house filings
- Preparation of quarterly VAT returns and monthly reconciliations
- Manage and process accounts payable transactions accurately and efficiently including company credit card and expenses liaising with suppliers to resolve any discrepancies
- Involvement in preparation of the weekly cashflow including preparation of the pay runs and ensuring payments are accurate and made in a timely manner
- Managing the month end journals including accruals, prepayments, bank account reconciliations and subsequent reconciliation of the control accounts
- Ad hoc duties requested by management.
- Provide support and cover for the billing through to payment processing in all relevant financial systems including creation of customer accounts (pricelists and tariffs), preparing and processing customer invoices, reviewing billing data for accuracy and completeness, investigation and timely resolution of billing discrepancies and maintaining accurate records in compliance with policies and procedures.

## 1.3 Experience & Skills

### Requirements

- Proven experience in a similar role
- Qualified or part qualified (ACA, ACCA, AAT, CIMA)
- Ability to work independently and as part of a team with strong interpersonal and communication skills
- Strong organisational and time management skills.
- Excellent attention to detail and accuracy

### Specific technical / IT skills

Knowledge/ working experience of the software below are advantageous but not essential:

- Proficiency in Microsoft Office Suite, particularly Excel
- Experience with Sage 50 (or similar)
- Expenses software solutions
- Salesforce
- Billing and provisioning systems

## 1.4 What we offer

- Competitive salary and benefits package
- Opportunities for professional development and career advancement
- A supportive and collaborative work environment
- The chance to be part of an innovative and growing company

## 1.5 Security Protocol

- Proof of Entitled to work status required.
- As part of this role, you may be required to go through enhanced background checks.