



Specialists in IT Security Management

Job Description

Role: Finance Analyst

Role:	Finance Analyst
Reporting to:	Finance Director
Number of direct reports:	0
Job type:	Permanent role
Location:	The Company's HQ office in London

What you'll do:

You'll deliver first-class support to Reliance acsn's Finance team by providing proven professional accounting experience within all aspects of financial record keeping, reporting and troubleshooting. You'll be a champion of accuracy and efficiency, always looking for process improvements to deliver a smarter, more effective, more accurate finance service. While representing the Company's best interests, you'll work to remove any friction between our people and financial processes to ensure service levels are met and any issues are resolved quickly.

How you'll do it:

- You'll assist the FD to prepare statutory and management accounts
- You'll be providing business insight and value through management accounting and control, management reporting, financial planning (including budgeting and forecasting) and analysis for effective business decision support
- You'll Maintain month end reporting models ensuring data accuracy
- You'll manage and nurture a junior accountant and coordinate with them
- You'll support with Accounts Receivable activities by entering sales orders and raising invoices
- You'll perform sales order reconciliation between the finance and booking systems
- You'll play an important role co-ordinating internal or external audits
- You'll calculate sales commissions and bonus payments
- You'll assist the FD to manage & coordinate the payroll & pension scheme
- You'll compile, prepare and submit the quarterly VAT returns
- You'll prepare weekly payment schedules and approve bank payments
- You'll calculate and check to make sure payment details, amounts and records are accurate
- You'll also be asked to perform ad hoc projects and tasks as required
- You'll ensure compliance with all applicable finance policies, rules, regulation and laws

Key Performance Indicators:

- Accuracy and timeliness of accounts payable and receivable
- Accuracy and timeliness of all financial reports
- Accuracy and timeliness of VAT, PAYE, salary and expenses payments
- Accuracy and timeliness of all financial data and report

Personality profile:

- You're expert and professional
- You're meticulous and love to get into the detail
- You pride yourself on your organisation and accuracy
- You're agile, flexible and customer centric
- You're creative and flexible in your approach to problem-solving
- You forge good relationships with people, keep your promises and have a collegiate approach to work
- You understand that challenging your colleagues in a respectful and constructive way leads to better outcomes
- You bring organisation and process where it's needed, and have the confidence to challenge processes which inhibit creativity and conflict with the business' aims

Skills and experience:

- You're ACCA / ACA part or fully qualified
- You got 3+ years' experience
- You've got general experience across payroll, VAT, journal entry, management reporting, and statutory reporting
- You've got experience of payroll and an understanding of current payroll legislation and calculation
- You're an excel pro and have vast experience of working with spreadsheets, sales and purchase ledgers and journals
- You've got excellent numeracy, IT and communication skills, particularly the ability to convey financial issues to non-finance staff in a clear concise manner
- You're proficient in systems such as QuickBooks Premier, Salesforce, Excel and other in-house systems