



Role	Finance Manager
Location	Sheffield
Salary	Competitive

The Company

Isosceles is a Business Accounting and HR Consultancy providing bespoke accountancy, payroll and HR outsourcing services to growing businesses. We work closely with our clients to help them succeed.

Role Purpose and Key Responsibilities

The role of the Finance Manager is to take overall responsibility for the day to day running of the client accounts department and to be the principal client contact on any financial issues.

Responsibilities

The actual responsibility may vary by client but could include any or all of the following:

Monthly reporting packs

- Reviewing monthly management accounts – ensuring they are accurate, professionally presented and informative
- Providing appropriate narrative and identifying Key Performance Indicators – reflected within the management accounts
- Preparing profit and cash-flow forecasts
- Reviewing any short-term cash flow maintained by the Assistant Accountant

Monthly procedures

- Reviewing all client deliverables
- Ownership of client deliverable timeframe
- Reviewing of VAT returns before submission
- Maintaining calendar of key return and payment dates in outlook
- Monthly validation of balance sheet
- Reviewing month end checklist, ensuring completed on timely basis
- Ownership of payroll (if Isosceles operates) – reviewing of payroll and involvement in queries
- Maintaining relationship with bank manager

Year end

Year End file review

- Liaising with auditors and reviewing final statutory accounts
- Managing tax (external or internally provided advice)

Account Management of Client Accounts

- Building professional working relationships
- Ensuring the account is profitable – regular review of margin achieved on account and escalating if margin becomes negative
- Maintaining customer satisfaction levels
- Keeping client informed of issues and risks affecting their account
- Working with Account Directors to define service levels
- Keeping client informed of increase in time requirements that will impact on invoicing. Obtaining approval in advance for additional work
- Managing workload to juggle client commitments and priorities, showing flexibility of working hours and location when required
- Understanding the commercial side of accounting – understanding key business drivers and risk as well as client priorities. Evaluating commercial impact of activities
- Identifying and highlighting to management, opportunities for other Isosceles services in client base and personal network
- Ensuring Isosceles invoices are presented to the client immediately upon issue and are settled within our standard terms. Escalating payment issues to management team if necessary
- Setting up all standard procedures and models (e.g. management pack including ODBC link, handover notes, process notes, automated payroll link)
- Ensuring process/handover notes are prepared and kept up to date

Management of team

- Responsibility for managing workload and input of junior Accountants on the client account
- Supervising work and correcting where required
- Managing performance review process and setting objectives
- Helping team to balance multiple client requirements
- Ensuring work is reviewed prior to submission to client or any other external agency

About You

Our ideal candidate will have strength and experience in most of these areas, but we'll also consider those who show aptitude and potential

- Qualified in ICAEW, CIMA or ACCA.
- Experience in preparing and reviewing monthly management accounts.
- Experience in providing profit and cash flow forecasts.
- Experience in VAT returns.
- Experience of year end procedures.
- Good range of accounting knowledge and exposure.
- You'll be highly presentable, confident and outgoing with excellent communication skills.

About our Values

What's important to us, and how we like to do business. You can find out more on our website.



Team work – we are all in this together
Success – how can I play my part in making our business grow?
Continuous improvement - getting better every day as individual and team
Fun - having fun and celebrating small successes in our journey to achieve greater things.
Balance - maintaining healthy life and work balance.
Commitment – to provide an excellent service