

Finance Manager to cover Maternity Leave – Fixed term 15 months

We are metrology specialists, known and trusted by our customers across industry and across the country to deliver optical inspection, non-contact metrology and force measurement solutions. We are looking for an experienced Finance Manager to cover maternity leave.

The role

Reporting to the Finance Director, you will be responsible for all the day to day financial functions of the business including month end management reports and analysis.

The role will include:

- Processing of sales and purchase invoices, and preparation of payment files
- Posting of cash receipts and payments
- Credit control
- Bank and control account reconciliations
- Management of staff expenses and petty cash
- Payroll and company pension scheme admin – liaison with the company's payroll bureau & HMRC reporting
- Preparation of VAT returns
- Authorising account payment terms for new customers
- Maintenance of the fixed asset register, calculating depreciation and dealing with disposals
- Posting journals and preparation of monthly management accounts
- Year end accounts
- New financial year and mid term budgets and forecasts preparation as required
- Reporting and analysis of departmental KPI
- Dealing with company Motor Fleet Insurance and breakdown cover
- HR administration for existing employees and new starters
- Other project based work as required

The position is office-based, 37.5 hours per week.

The candidate

We are looking for an experienced financial professional with an approachable manner, able to prioritise and work to deadlines. Essential for this role:

- A confident finance professional, able to work on their own and confidentially
- Experience of at least one of the common SME financials packages (Sage, Pegasus, Quickbooks or similar) Familiarity with Priority ERP software would be helpful but not essential
- Attention to detail, keen to investigate and resolve queries and errors
- Strong Microsoft Office and IT skills
- A growth mindset, wanting to see the role, department and business develop
- An accounting qualification or progress towards

We offer

- Competitive salary
- Varied and stimulating work
- A supportive team and environment
- Full induction and training programme

Based in Market Harborough in a modern, purpose built facility, we supply, service and calibrate video and optical microscopes, endoscopes, non-contact measuring instruments, force measurement and surface analysis equipment across the country. Applications are diverse and involve delivering inspection solutions to many industries including aerospace, automotive, electronics, general engineering and academia for use in production, development and research environments.