

FINANCE MANAGER

Reporting to: General Manager/Managing Director



Overview:

This is a rare opportunity for a hands-on finance professional to provide smooth and effective financial administration and management of our award-winning multi-faceted business in the heart of Cornwall. Playing a key senior role within a friendly team, the job-holder will help maintain and develop our strong and successful performance.

Our stunning food hall celebrates the county's awesome reputation for food by selling entirely local produce and sets high quality standards while offering incredible service and value for money to our customers. We also run a programme of development for the wider food, drink, farming and fishing industry of Cornwall and the Isles of Scilly, which is currently part government-funded.

We are an employee-owned business and our people really matter to us. As well as making it a great place to work, this means that all employees get a say in what the business stands for and are rewarded for their efforts with a share in the profits.

The role includes:

- Managing financial accounting, monitoring and reporting systems to ensure that they follow best practice and comply with all relevant regulations, are secure, and minimise financial risk and scope for fraud.
- Creating, maintaining, monitoring, analysing and interpreting financial information and producing reports to ensure accurate and consistent data is available to departmental managers, directors and external accountants and to support robust decision making by the Board and senior team.
- Preparation of an annual budget in conjunction with the senior management and reporting actual results against budget on a regular basis, highlighting key variances and actions where appropriate.
- Liaison with external accountants regarding the preparation of annual statutory accounts.
- Maintaining and reconciling the purchase and sales ledgers, identifying inconsistencies and errors and resolving these as necessary.
- Monitoring cashflow through efficient credit control and forward-planning.
- Reconciliation of bank accounts, cash takings and floats.
- Monitoring the integration and integrity of the EPOS and finance software.
- Managing payroll and autoenrolment pensions and associated reporting.
- Managing VAT records and preparing VAT returns.
- Managing grant claims and related administration, including monitoring of budgets and expenditure.
- Liaison with our external financial stakeholders, including bank, accountant, funders, HMRC, etc.
- Dealing with enquiries by telephone, mail or email, ensuring customer/supplier relations and service levels are first-class; resolving issues swiftly and professionally in accordance with company protocols.
- Researching and reporting on factors influencing business performance, including competitor analysis and market trends.
- Conducting reviews and evaluations for cost-reduction opportunities.
- Accumulating financial data for the Employee Ownership Trust (the vehicle for employee ownership) and liaising with the external accountants in relation to the related annual accounts preparation.
- Keeping abreast of changes in financial regulations and legislation.

- Maintaining accurate records for all the above tasks as appropriate, ensuring sensitive information remains confidential and is retained securely, and taking account of any relevant data protection requirements.

Key qualities and experience required for the job:

- A friendly and engaging personality, with excellent communication and presentation skills; articulate, professional and sensitive, verbally and in writing.
- Experience of financial administration, preferably with a relevant degree or recognised qualification to AAT Level 4 or equivalent, with sharp commercial awareness and excellent numeracy, IT and technical skills including strong Excel spreadsheet skills.
- A keen eye for detail and accuracy with an investigative nature.
- Strong negotiation skills and the capacity to make quick but rational decisions.
- Good time management skills and the ability to prioritise and meet deadlines.
- An aptitude for optimising technology, with knowledge and experience of Microsoft Office applications and financial software (preferably including Xero).
- A proactive, pragmatic and analytical approach that seeks out responsibility, loves challenges, explores possibilities and finds solutions.
- Experience of working as part of a team, building strong working relationships and coping effectively under pressure.
- Understanding of the food retail industry, including EPOS back office systems, would be an advantage.
- Experience of public funding would be an advantage.

What the right candidate can expect from the job:

- The opportunity to work for a dynamic Cornish brand and to be a key part of the development of a pioneering, interesting, growing business.
- The opportunity to work among a strong, friendly and committed team, with excellent products and loyal customers.
- A permanent year-round contract for regular hours.
- Fast-paced, varied and rewarding work in an environment where no two days are ever the same.
- The chance to contribute ideas within a nimble, fast-growing enterprise.
- The chance to hone and extend skills and responsibilities to progress a rewarding career.

Hours and benefits:

- This is a full time permanent role of 40 hours a week. We are open to applications for a minimum of 32 hours a week. Please state on your application if you are looking for a part-time role.
- The office hours are generally rota'd between 8am and 5pm Monday to Friday. However, as we are a 7 days a week business, very occasional weekend working is required to maintain office/managerial cover.
- It is possible in some weeks to complete full time hours over 4 days and we are open to considering this as a regular arrangement.
- Extremely generous staff discount.
- Profit share.
- Free on-site parking.
- Casual office dress code.
- Salary c. £40k, dependent on skills and experience. PROFIT SHARE IS ADDITIONAL.

What to do next:

If you think you have the right skills and qualities and would like to apply, please apply [here](#).