

Job Description – Finance Manager

Department	Finance
Reporting to	Head Of Finance
Direct Reports	Yes
Grade	13
WTW Code	AFB020P313

Job Purpose

- To effectively manage the activities within the finance operations team, ensuring all stakeholders receive an efficient financial transaction processing service.
- To produce accurate and timely financial information and provide technical accounting and tax advice to the business to support strategic decision-making.
- To direct, develop and coach a team of finance professionals.
- To manage key relationships with internal and external stakeholders.
- To ensure all statutory filings (including statutory financial reporting) are completed accurately and in line with regulatory requirements.

Key accountabilities

- Overseeing and reviewing all activities within the finance transactional team including sales ledger, purchase ledger, payroll, pensions, expenses, cash and investments posting and all general ledger entries.
- Direct and supervise a team of finance professionals, ensuring both individuals and team deliver high quality outputs in line with business requirements.
- Develop and motivate line reports to ensure all achieve their potential and continued development in line with personal development plans.
- As a senior member of the finance team, identify opportunities to strengthen the finance function and build the team's existing expertise and effectiveness.
- Implement improvements to processes and accounting systems, ensuring they are designed and operating effectively, to improve the accuracy of financial transaction processing and realise continuous efficiencies.
- Ensure the accurate and timely completion of all month-end reconciliations.
- Optimise day to day management of working capital to ensure adequate daily cashflow whilst maximising investment income.
- Manage submissions to external bodies, ensuring compliance with regulatory requirements.

Key accountabilities

- Proactive management of relationships with key internal and external stakeholders, including third party suppliers, banks and regulatory bodies such as HMRC
- Managing the relationships with the external auditors for MIB and client companies, lead the year-end financial audit process and production of year-end statutory accounts.
- Provide technical accounting and tax advice that supports strategic decision-making across the MIB group.
- Review the annual Corporation Tax computations for all companies and oversee the production of the quarterly VAT returns, ensuring all tax returns are accurate and filed on time.
- Supporting the Financial Controller and the Head of Finance with preparation of financial reporting, ad hoc financial analysis and projects as required.

Role requirements

- Fully qualified finance professional, with a commitment to maintaining CPD and keeping up to date with developments within the profession and best practice.
- Previous experience and personal strength in managing and developing high-performing teams, with a focus on leadership, mentoring, and talent development.
- Strong understanding of corporate governance, regulatory frameworks, and external stakeholder management.
- Previous experience in a finance manager role, with experience in managing multi-company accounting ledgers and a good working knowledge of the transactional finance functions including AP, AR, bank and cash, VAT, corporation tax, payroll and PAYE.
- Previous experience managing a payroll function.
- Good working understanding of UK tax legislation, with an ability to translate technical tax rules into practical operational outcomes.
- Previous experience working with external auditors, HMRC and regulatory bodies.
- Proficiency in handling large, complex and sensitive datasets (advanced Excel desirable).
- Highly organised, with the ability to work flexibly and at pace, without losing focus.
- High attention to detail and commitment to accuracy and compliance.
- Excellent presentation and communication skills, both written and verbal, with an ability to translate complex technical subject matter into clear, concise and impactful information that drives the right decisions.
- Highly credible and collaborative team member, with excellent influencing skills and the gravitas to establish trust and confidence of senior stakeholders at senior management level.
- Experience with Oracle Netsuite desirable but not essential.
- Sector experience of insurance and/or financial services is highly desirable but not essential.