

## JOB DESCRIPTION

# Financial Controller

### Introduction

We are a national independent Occupational Therapy Practice, with our head office based in the centre of Hook, Hampshire. Due to continued business growth we are recruiting a full time in house Financial Controller.

Despite having well structured and streamlined processes in place with a high level of automation, The OT Practice has reached a size where a dedicated in house Financial Controller is required to manage all aspects of our finances.

Reporting to the Operations Director, you will have responsibility for all day to day bookkeeping and accounting activities as well as continually evolving and implementing our processes to be as rigorous and efficient as possible. This role includes a broad range of activities including hands on bookkeeping through to complex accounting tasks and working closely with the company directors on the more strategic aspects financial management.

Broad accounting knowledge and experience is essential for this role. This will need to be combined with an attention to detail and confidence to fully take ownership and responsibility for the company's finances.

### Applications & enquiries

Applicants should submit a CV and covering letter to [sarah.h@theotpractice.co.uk](mailto:sarah.h@theotpractice.co.uk) or if you would like to discuss the role in more detail please call Sarah on 0330 024 9910.

## Our Company ethos

- We make clients & potential clients feel understood and provide sound professional advice – even if it ends up being for free
- We are friendly & caring, but always remain professional
- We are socially responsible – if there is a better option for a prospective client then we say so
- We are a PRIVATE practice and understand that generally our clients are looking for more than what statutory services provide and are willing to pay for that service
- We are driven and go the extra mile if that is what is needed to convert an enquiry or to keep a client happy.

## Details of the role

The Financial Controller will have overall responsibility for smooth running of financial function within the business. This will include the following tasks:

- Continually review, develop and refine our finance function processes
- Ensure all financial policies and procedures are adhered to
- Prepare the management accounts and other financial reporting
- Assist the company accountant with end of year accounts preparations
- Help prepare and submit VAT returns (Partially exempt VAT registration status)
- Reconciliation of payments in/out
- Credit control
- Prepare outgoing payment runs (every 2 weeks)
- Perform bank payments
- Support account managers and client managers with invoicing
- Investigating and resolving invoicing/payment issues

At present the Financial Controller position is a hands on roll with no direct reports. As the business grows the Financial Controller would be expected to hire and manage additional administrative staff to provide support to the finance function when required.

This role is ideal for an experienced finance manager who has an entrepreneurial inclination, happy to be hands on and would enjoy working for an SME business that is profitable and focused on growth.

## Skills and qualifications

The following skills and qualifications will be required/desirable:

- Willing to undertake a DBS check
- Ideally full or part ACA/ACCA/CIMA qualified with 5 years relevant experience
- Excellent working knowledge of Xero accounting software
- Excellent knowledge of accounting principles and processes
- Excellent communication, interpersonal and relationship building skills

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## Personal skills & attributes

Fundamental to this role is the character and temperament of the individual. They will be expected to be highly organised, efficient and have a strong sense of responsibility. Important personal skills and attributes include:

- Friendly and willing to listen
- Taking responsibility and having the ability & confidence to make good decisions
- Problem solver and determined
- Ability to work independently and within a team environment
- Act on own initiative, self motivated and tenacious
- Exceptionally well organised and able to put their own strategies and processes in place to maintain a well organised working environment
- Outstanding attention to detail
- Personal pride in their work
- Excellent telephone manner – chatty and confident but always professional
- Able to remain calm, composed and professional under stressful or confrontational situations
- Discrete and trustworthy – with this role comes a significant responsibility.

## What we offer you

We pride ourselves on being a caring and friendly, but professional company. We believe the growth of our business to date is directly attributed to ensuring our values are at the core of everything we do. Based in the centre of Hook, with free parking and excellent transport links. Offering a competitive salary depending on experience, with 23 days holiday, plus bank holidays, and other company benefits.

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