

1. Reporting to

Managing Director, Alan Newman, alan@sensibledevelopment.com

2. Summary

We are looking for someone to come in to the office on a regular basis (once per week) and help us manage the company's finances from day to day to day book-keeping through to financial management. As well as standard quarterly VAT reporting this will also include working with the MD to managing and set budgets, manage cashflow, chase outstanding invoices and to help the MD closely manage the growth of the company.

This is most probably a freelance role. I know there are a few accountants on the list. We do have an accountant and this is an operational role. As the business grows we are increasingly needing to keep an eye on things more regularly.

We are not interested in hearing from applicants who want to work away from the office on a permanent basis. We have tried it, it doesn't work for us.

3. Main responsibilities

- Coffee Auction Financial Management
 - Reconciliation of accounts including multiple currencies transactions through Stripe
 - Reconciliation of advance payments taken on behalf of clients for the sales. They come from all sources and have to be allocated against the contract as an advance payment.
 - Auction reconciliation post-auction to reconcile the advance payments taken for Coffee samples against the fees due for the provision of the auction platform for presentation to the client
- Cash Flow Management
 - Bank reconciliation for both GBP and USD accounts
 - Reconciliation with Soldo & Revolut and other challenger types banking products
 - Receipt Management
 - Monitoring incomes from various sources
 - Credit Control
 - Payment Scheduling and Management
- Management Accounting and Reporting

- Ensuring the P&L is up to date
- Managing the Aged Payables and Receivables
- Budget Setting & Management
- Payroll
 - Monthly Payroll
 - NEST management
- End of Year Accounts Preparation for our accountant
- R&D Tax Credit Preparation
- Good professional experience of Xero and any plugins such as ReceiptMe available on the market that will help us be more efficient.

4. Key skills and experience

- We are looking for a reliable and accurate person to help us manage the accounts.
- You will be a self-starter and work off your own initiative
- We think this may be at least one day per week. We would like you to be in the office when you are working for us so we can work together. It is the best way to get the MD's attention.
- Experienced and professional financial manager.
- Relevant qualifications
- Knowledge of Xero and other financial apps that will help automate the accounting process.

5. Key behaviours

- A passion for Quality and contributing to the quality culture within the team
- Ability to continuously develop professional and technical skills on the job
- Analytical mind set
- Logical and methodical with excellent attention to detail
- Calm under pressure