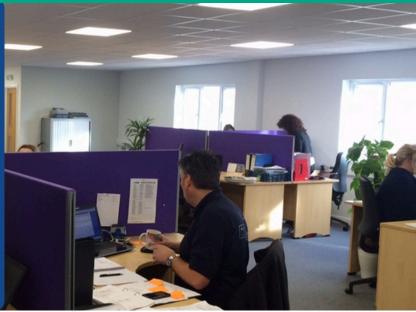
## Finance Support Team Leader

### Job Description



- Location: Exeter
- → Reporting To: Jaimie Sealey
- → Salary: Starting at 28K- based on experience
- → Hours: 40 per week (8:00-16:30)
- → Annual Leave: 25 days
- Onsite Parking
- Enhanced Company Pension
- → WeCare Policy
- Death in Service Scheme



### Job Purpose

To take Leadership and provide daily support to a well-established Accounts Team.

- → Managing/Support of Daily Sales Ledger
- Managing/Support of Daily Purchase Ledger
- Managing/Support of Daily Nominal Ledger including posting of Journals, Accruals & Prepayments
- Providing Monthly Management Accounts
- → VAT Compliance Quarterly Returns
- → Finalising Year End Accounts
- Understanding and adhering to Financial Regulations and Legislation
- Managing & Balancing of Bespoke Excel Monthly summaries outside of Sage for Accruals, Prepayments, HP, Contract Maintenance & Fixed Assets
- → Setting up New Fixed Assets
- → Setting up New HP Agreements





# Finance Support Team Leader

Person Specification



#### **Knowledge & Experience**

- → Solid communication skills
- → Excellent Administrator
- → Experience working with Sage 50 Accounts
- → A strong team player with excellent leadership qualities
- Previous experience in Debtor Chasing
- → General IT Proficient
- Prior experience as a Sales Ledger,
  Purchase Ledger or Nominal Ledger
- Prior experience in Financial Reporting and Cash Flow Management

#### **Qualities & Competencies**

- → Confident Office 365 user
- Excellent proficiency in all forms of communication
- Good motivation and engagement skills
- → Able to work well in a busy team
- → Exceptional organisational skills and able to prioritise efficiently.
- → Awareness of internal and external customer needs
- → Excellent Administrator
- → An effective team leader

Get in touch to apply!

