

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!

