

## Financial Controller

**Job Type:** Finance

**Location:** Primarily office based

**Salary:** £35k-45k DOE

Due to the ongoing growth of mmadigital there is an opportunity for a Financial Controller to join this rapidly expanding business.

This role is not typical and offers the successful candidate a unique opportunity to add value, shape a business and support a highly ambitious company to achieve their goals.

It will be a primary support function for the senior management team at mmadigital, and as such the successful candidate must be able to communicate effectively at all levels. It requires a good level of commercial acumen, a flexible approach to the role, and a genuine desire to help continue building a sound business where you can offer vision, focus, and assist the creative flair within the business.

This is an extremely hands on position and requires the post holder to have excellent attention to detail, an ability to prioritise workloads according to deadlines and have the ability to work within a small team, exhibiting excellent communication, negotiation and influencing skills.

As the business grows this role holder must be able to grow and develop with the business. They must be willing to challenge the “norm”, and to be continually striving to be best in class in everything we at mmadigital do.

We are looking for a dynamic individual with strong technical skills to join the team and continue to drive decision making with insightful analysis, and an ability to make commercial decisions.

If this sounds like you, and you have the drive and passion to make a difference then we would like to hear from you.

## Key Responsibilities

- Preparation of monthly management accounts, and annual statutory accounts;
- Reconciliation and control of the balance sheet;
- Delivery of relevant reports and insight on operational and financial matters;
- Responsible for the management and reconciliation of all sales ledger items, including raising and following up on invoicing,
- Oversight and control of credit control duties, and account reconciliations;
- Daily reconciliation of bank accounts with the accounting system, providing updates daily to the senior management team;
- Recording of all purchase ledger invoices, obtaining authorisation for expenditure in a timely manner (daily);
- Formulating weekly payment runs for authorisation and release by senior management;
- Responsible for drafting payroll prior to authorisation;
- Manage (and improve) the expenses process for employees;
- To assist the senior teams with ad hoc reporting requirements;
- Responsible for all statutory reporting requirements of the business, including (but not limited to) ONS, Companies House Filing, VAT.
- Ad hoc duties as required

## Knowledge/Skills/Experience

- ACCA, CIMA, or ACA Qualified (Qualified by Experience will be considered)
- Strong analytical, report writing and communication skills
- Ability to work under pressure
- Strong financial accounting experience
- Experience of statutory reporting (ONS/VAT/Companies House)
- Management, and consistent implementation, of company expenses processes, along with purchase ledger authorisation and payment run processes
- Excellent organisational and time management skills; able to prioritise effectively aligned with an attention to detail and a passion for accuracy;
- Ability to work effectively with people at all levels whilst also having good written and verbal communication skills;
- Ability to manage themselves proactively and manage expectations

## To apply

Email an up-to-date version of your CV + covering message detailing why you are interested in this position to Stephen Faulkner at: [stephen@mmadigital.co.uk](mailto:stephen@mmadigital.co.uk), by no later than Friday, 24 January 2020.