



JOB DESCRIPTION

Job Title	Finance Manager
Location	Donaghadee
Reporting to	Finance Director
Hours of work	37.5 - 40 hours per week
Rate of pay	£40- £50k dependant on experience and hours worked
Duration	Permanent
Closing date	Sunday 10 th November

PURPOSE OF THE JOB

The Finance Manager will be responsible for overseeing all operations within the finance department. The role will serve as the main point of contact for the Finance director.

MAIN DUTIES AND RESPONSIBILITIES

- Oversee the finance function and provide support to the finance team
- Produce monthly management accounts for the Directors on a timely basis.
- Responsible for overseeing tax filings including P11ds, Intrastat returns and customs declarations.
- Prepare draft year end accounts in advance of audit
- Occasional payroll cover – Sage Payroll.
- Oversee the annual audit and tax return process, liaising with Company auditors and tax advisors.
- Complete the supplier payment run on a monthly basis with ad-hoc payments in between
- Prepare annual budget and projections and update throughout the year as required.
- Oversee the use of the Document management system (Docuware) for invoice processing and approvals.
- Oversee the use of SAGE accounting software operation
- Produce, review and submit the quarterly VAT return.
- Oversee monthly reporting, such as financial filings for the Garden Centre Association and comparison reporting
- Other ad-hoc tasks as required such as financial analysis and reporting

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the business.



PERSONAL SPECIFICATION

Finance Manager

ESSENTIAL CRITERIA

E1	Part Qualified Accountant and progressing towards completion of professional exams with a minimum of four years experience within a similar role.
E2	Possesses a good understanding of UK financial reporting requirements.
E3	Experience with Sage 50 and Sage payroll or similar accounting and payroll systems
E4	Experience managing a small team
E5	Strong Reporting Skills.
E6	Proficient in Microsoft office, particularly Excel.
E7	Excellent interpersonal skills, ability to communicate effectively with a positive approach.
E8	Experience with Docuware or similar paperless document management systems
E9	Excellent organisation and prioritisation skills.

DESIRABLE CRITERIA

D0	Qualified Chartered Accountant (ACA, ACCA, CIMA, CIPFA or other relevant qualification)
D1	Experience of working within hospitality or retail industry.
D2	Experience within a family run business
D3	Experience of developing HR training material.

ADDITIONAL INFORMATION

Closing date: 10th November 2024. Applications received after the closing date and time will not be considered.

Shortlisting: Only those applications which clearly demonstrate the requirements set out in the personnel specification will be shortlisted. The Group reserves the right to implement all or some of the desirable criteria in addition to the essential criteria for shortlisting purposes.

Offer of employment: Please note any offer of employment is subject to, proof of eligibility to work in the UK, medical questionnaire and proof of any required qualifications.

Reserve list: A reserve list of suitable candidates may be maintained for the purpose of any similar vacancies (temporary or permanent) that may arise within twelve months of the completion of the recruitment exercise.

Creative Gardens (NI) is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be made on the basis of merit.