

**Roles we are looking to fill.**

**Job Description**

**Position: Finance Controller**

**Number of Positions: 1**

**Job type: Monday – Friday Full-Time (37.5 hours per week)**

**Closing date: 29/02/2024**

**Salary: £25,000 to £32,000**

**Job Type: Full-time**

**Job Location: London**

**Company Overview**

A London based Accountancy firm celebrating its 10<sup>th</sup> anniversary. A firm with its strong establishment for nearly a decade, is looking to expand its team and currently recruiting to support their growing client base.

Currently looking to recruit self-motivated and enthusiastic individuals to assist with smooth running of accounting function which includes bookkeeping, preparations of VAT returns, balance sheet reconciliations, preparation of trial balance and final accounts for variety of SME clients of the firm.

Our aim is to provide valuable and timely service to all our clients. we are creating a global workplace that enables everyone to find their true potential, purpose, and passion, irrespective of their background, gender, race, sexual orientation, religion, or ethnicity. We are committed to providing equal opportunity for all and believe that diversity in the workplace creates a more vibrant, richer work environment that advances the goals of our employees, our communities, and our business.

- Full training will be provided on how to work on communication skills both verbal and written.
- Full training will be given on enhancing computer skills.
- Full training will be given on accounting software and the process flow in the business.

Please apply by sending your CV with a covering letter stating why you would be a great fit for the organisation to [jobs@phoenix-accountancy.co.uk](mailto:jobs@phoenix-accountancy.co.uk)

**About to Role**

We have a mind-blowing and open door to go along with us here at Phoenix Accounting – Financial Controller.

Support in the monetary month-to-month conclusion and anticipating, as well as the board announcing. What's more, go about as a money accomplice to the business where obligations would incorporate prompt considering acknowledged action and give proposals on enhancements regions and business cases.



## Responsibilities

- Solid information mentality and scientific abilities are normal as well as a specialized comprehension of ERP, CRM, and different frameworks.
- Guarantee opportune and exact reports to the parent organization as indicated by the month-to-month conclusion schedule.
- Figure out the P&L.
- Guarantee that expenses are accurately designated.
- Actually, look at the estimation of the turnover.
- Break down errors between the P&L and the Financial plan.
- Take part in the production of the yearly spending plan.
- Plan week-by-week and month-to-month cash estimate.
- Plan headcount report and guarantee that worker's position is refreshed in the frameworks.
- Recognize improvement in reports and make new ones (BI or others) in view of business needs.
- Fill the HMRC and Public Measurements studies.
- Further develop cycles and mechanization.
- Set up the month-to-month edge reports and audit the P&L with the Business Administrator.

