

Job Title: Assistant Finance Manager

Location: Sunderland Office

Job Background:

The finance group of RSBG Infrastructure is responsible for providing management information to all areas of the group.

Duties to include:

- Support to Finance Manager;
- Provide guidance and mentoring to the team;
- Preparation of monthly management accounts and variance analysis;
- Calculation of depreciation, prepayments, accruals and other provisions;
- Calculation of Corporation Tax QIPs;
- Payroll reconciliations for multiple companies within the group;
- Preparation of short term and long-term cash flow forecasts;
- Preparation of quarterly VAT returns including turnover reconciliations;
- Take a lead role in the preparation of year end accounts for entities with the group;
- Assistance with the year end audit and liaising with external auditors;
- Provide support to marketing department for bids / financial information;
- Preparation of month-end reports required for senior management meetings;
- Ad-hoc reporting as required by management and other functions within the group;
- Daily banking tasks;
- Absence cover for other members of the finance team;
- Ad-hoc tasks as required.

Knowledge & Experience:

- Part qualified accountant – ACA / ACCA / CIMA;
- A minimum of 5 years accounting experience in a similar role;
- Knowledge of working with ERP system – not essential but preferred;
- Knowledge of the payroll process – not essential but preferred.

Key Skills required:

- Ability to take a tactical view at the outset;
- Strong communication and interpersonal skills;
- Accuracy and attention to detail;
- Effective time management skills;
- Work to strict deadlines;
- Commercial awareness;
- Advanced excel skills;
- Proactive approach to improving processes.