**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Finance Controller**

**Reports To:** Head of Finance

**Direct reports:** Purchase Ledger Clerk

**The Role**

The Finance Controller is responsible for the company's financial reporting (monthly, quarterly and annual accounts) and the management of the company's transactions.

**Key Responsibilities**

* Completing Balance Sheet Reconciliations.
* Preparing annual financial statements for audit.
* Organising and Coordinating interim and annual audit.
* Reviewing Payroll, HMRC reporting and payment of PAYE and NIC.
* Completing monthly VAT claims.
* Maintaining Fixed Assets.
* Overseeing and being accountable for the accuracy and integrity of the financial data generated through the Unity ERP system.
* Ensuring compliance with other reporting requirements i.e. Seafish Levy, National Statistics forms, etc.
* Calculating and Reviewing Product/Standard Costs.
* Preparing monthly Management Accounts.
* Performing and Managing month end close.
* Providing ad hoc support/holiday cover to other members of the administration and finance department.
* Supporting Senior Managers and Company Directors as and when required.

**Skills/Personal Attributes:**

* Excellent written and verbal communication skills
* Proficient with Microsoft office and good general IT skills.
* Ability to analyse large sets of information.
* Excellent organisational skills with the ability to manage and prioritise own workload.
* Professional approach and attitude.
* Ability to be flexible to meet business needs.
* A passion for delivering results and the drive to exceed expectations.
* Excellent decision making and problem-solving skills.
* A team player.
* Self-motivated and a strong commitment to personal development.

**Education/Qualifications:**

* ACCA or CIMA qualified.

**Hours of Work**

* Hours of work will be from 8.00am to 5.00pm.

**Other Relevant Information:**

* Full driving licence would be preferred.
* On occasions there will be a requirement for the post holder to be flexible with their working hours to fit with the needs of the business.

**The Package**

* Competitive and depending on experience
* Pension
* Six weeks annual leave. This includes statutory holidays.