



JOB TITLE:	OFFICE ACCOUNTS MANAGER
SALARY	BASED ON EXPERIENCE
HOURS	40 HOURS PER WEEK
REPORTING TO:	MANAGING DIRECTOR
KEY RESPONSIBILITIES:	<p>The Accounts Manager plays a key role in overseeing the financial operations of the business, ensuring accurate financial record keeping, effective financial controls, and compliance with all relevant regulations. This role requires strong organisational skills, attention to detail, and the ability to support both operational and strategic financial activities.</p> <p>The successful candidate will contribute to the smooth running of the finance function, support business decision-making through accurate reporting, and assist in maintaining efficient accounting systems and procedures.</p>
ROLE DESCRIPTION:	<p>Working as part of the management team to oversee the day-to-day financial operations of the business. Supporting senior management through accurate reporting, financial monitoring, and effective administration of accounting procedures.</p> <p>Financial Responsibilities</p> <ul style="list-style-type: none"> ● Supervising bookkeeping and financial record keeping ● Managing accounts payable and receivable ● Credit control and monitoring outstanding payments ● Preparing monthly bank reconciliations ● Monitoring cash flow and budgets ● Supporting payroll processes ● Ensuring compliance with tax laws and financial regulations ● Coordinating audits and liaising with external accountants or auditors ● Implementing and improving accounting systems and procedures

Management Duties

- Leading and supervising finance and accounting staff
- Delegating tasks and monitoring workload completion
- Reviewing team performance and supporting staff development
- Training and mentoring junior finance team members

Key Skills Required

- Strong knowledge of accounting principles and financial procedures
- Proficiency in accounting software such as Sage, QuickBooks, or SAP
- Excellent attention to detail and accuracy
- Strong communication and leadership skills
- Analytical thinking and problem-solving ability
- Effective time management and organisational skills

Qualifications and Experience

- Professional accounting qualifications such as ACCA, CIMA, CPA, or currently working towards qualification
- Previous experience within an accounting or finance management role
- Experience managing financial records, reconciliations, and reporting processes

General Duties

- Assisting with administrative finance tasks where required
- Maintaining confidentiality of financial and employee information
- Supporting the wider management team with financial reporting and analysis
- Any other reasonable duties as requested by Senior Management

Training and Development

- Work towards any qualifications deemed necessary to support the role
- Maintain up-to-date knowledge of accounting regulations and best practice
- Participate in ongoing professional development opportunities