



Role Description

Subtitle:	Finance Team Leader
Version:	230309
Author:	Amy Brough
Owner:	Chief Accountant

1. Overview

The Finance Team Leader will support the Chief Accountant in all aspects of company finance and support specific areas which includes the preparations of reports, financial accounts, and financial audits.

2. Duties and responsibilities

2.1. Management Accounts

- Preparation and analysis of management accounts for the chief accountant to present to directors and management team
- Ensure finance and accounts operations are carried out in a timely manner
- Work with the chief accountant on cash flow forecasting, budgeting, cost monitoring and control
- Assist the chief accountant with financial audits

2.2. General Accounting

- Manage the month-end process
- Manage monthly accruals, pre-payments, and journals
- Cash management and banking
- Credit control and debtor management
- Corporate credit card management
- Employee expenses management
- Post invoices and credit notes as required
- Prepare and process supplier payments

2.3. Team Management

- Engage, teach and develop the people within the team, accountable for team performance, staff development and recruitment
- Support the chief accountant in the development, communication, and implementation of the company's strategic plans
- Accountable for team projects and deliverables, allocate team resources to take priorities into account
- Ensure that compliance requirements are met

2.4. Other

- Ensuring adequate and upto date cover for general insurance needs of the business

- Ensure processes and tasks are compliant to current legislation and are carried out in accordance with company policies within required time frames
- Act as deputy for chief accountant as agreed to cover periods of absence
- Other duties as assigned

3. Revision History

Revision	Changes
230309	Document rebranded
210217	Document created