

Finance Officer

G&A Security are a leading Security Guard and CCTV supplier based in the North East. We provide our services across the North East and throughout the UK.

We are currently looking for a self-employed Finance Officer/Controller to join our ever expanding company and become part of the well-established North East team.

Salary: £17,680 per annum pro rata

Hours: 20 hours - Flexible Hours with option of 'at home' working as agreed

Closing Date: 18th February 2018

Interviews: 26th February 2018

Skills:

- Professional
- Good Communicator
- Good Reporting Skills
- Good Problem-Solving Skills
- Good organisational skills
- Ability to work schedules, deadlines and budgets
- Computer literate including Word, Excel, and database systems
- Knowledge of finance packages

Requirements:

- Minimum qualification of AAT at Level 4, ACA or ACCA qualified
- 2 Years post qualification experience
- Experience in managing accounts autonomously
- Experience of financial accounts
- Knowledge of VAT and year-end accounts SME

Responsibilities:

- Preparation of year-end accounts as required under the Companies Act; Liaise with external independent examiners as required
- Set annual budgets and monitor income and expenditure accordingly
- Monitor grant income and expenditure, producing returns and claims, liaising with the Managing Director as necessary
- Supporting the preparation of funding bids
- Attend staff meetings and training as required
- Processing payroll
- Credit control
- Bank reconciliations
- Invoices; sales and purchase
- Accounts to trial balance

Required experience:

- Accounts Managing 2 Year Post Qualification