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| **RESPONSIBLE TO** | Finance Director  |
| **LOCATION (s)** | Livingston - min 3 days a week on site |
| **JOB TYPE**  | Finance |

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| **JOB PURPOSE** |
| The Financial Accounting Manager will be responsible for internal and external financial reporting, including, payroll, cash forecasting, statutory compliance, and leading a team of 2. You will collaborate with the project accounting team, auditors, group finance and senior leadership to drive performance, ensure accuracy, and contribute to the organisation’s strategic goals.  |

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| **RESPONSIBILITIES** |
| * Preparation of monthly Management Information pack and associated monthly reconciliations.
* Preparation of annual budgets and monthly reforecasts of non project related cost centres
* Cash management and preparation of weekly cashflow forecasts.
* Liaising with external stakeholders such as Outsourced payroll provider, Banks, HMRC and auditors as required.
* Management of End of year audit and Tax Computation, including RD
* Preparations of ONS and other government statistical surveys
* Administration of company’s payroll, credit cards and banking facilities.
* Preparation and Admin of UK and foreign VAT reclaims.
* Overseeing accruals, prepayments, capex & fixed asset registers
* Driving internal control improvements and supporting group reporting.
* Managing and mentoring a team
* Adhoc tasks as required.

The above list is not exhaustive, and you may be asked to undertake Ad hoc tasks to build your skillset, support the business or gain more knowledge. |

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| **DIRECT REPORTS / TEAM** |
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| **REQUIRED EXPERIENCE** |
| Skills* Strong technical knowledge of tax, audit, and financial reporting.
* Advanced Excel skills and ERP experience.
* A proactive, organised leader with excellent communication skills.
* Strong problem solver with a solution orientated approach.
* Ability to use own initiative and make informed decisions.
* Excellent attention to detail.
* Ability to prioritise work and work to tight deadlines.
* Ability to liaise and build effective relationships with all levels of personnel in the Company.
* Maintain good relationships with colleagues within the department and provide support where required.

Behaviours* Ability to work alone or as part of a team.
* Strong organisation and administrative skills.
* Strong support of equality, diversity and inclusion.
* Excellent communication and inter-personal skills.
* Trustworthy and dependable.
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| **QUALIFICATIONS**  |
| * ACCA/CIMA qualified (or equivalent)
* Relevant degree in Accountancy.
* International tax experience.
* Must have the right to live and work in the U.K.
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| **FoundOcean are committed to creating a diverse workforce and are proud to be an equal opportunities employer.**  |