

## Coventry & Warwickshire Chamber of Commerce

### Job Description

**Job Title:** Management Accountant (Head of Finance & Property)  
**Salary Range:** Circa £45,000 per annum  
**Job Type:** Permanent, Full Time (37 Hours per week)  
**Reporting To:** Chief Executive Officer

#### **Position summary:**

We are looking to recruit a Financial Controller to work within our Finance team based at our office in Coventry. The role would potentially suit an experienced and fully qualified Accountant looking for a new opportunity. The successful candidate will have a can-do attitude, be organised, communicative and fully committed. Reporting into the CEO, this role will be responsible for both the Management and delivery of all aspects of the finance and claims functions within the Chamber Group.

#### **Main Duties and Responsibilities:**

Act as a trusted adviser to the CEO, Executive Team and Finance & General Purposes Committee of Coventry and Warwickshire Chamber of Commerce (CWCC) and Coventry & Warwickshire Chamber Training (CWCT).

Full Management and delivery responsibility for both the finance and claims functions within the Group.

Ensure the management team have timely and accurate financial and claims information regarding the businesses performance to enable them to make commercial and operational decisions. To support the Management Team on identifying cost or revenue solutions, to the benefit of the wider business.

Provide financial advice and support to non-finance staff on technical financial issues including budgeting, financial reporting and accounting policies. Respond to any queries and present information in a clear concise manner in respect of specific financial issues.

To ensure robust accounting and reporting which will drive the financial performance of the business. To deliver accurate budgets, forecasts and strategy plans whilst developing monthly performance reports and KPIs.

To negotiate with and influence managers to ensure business decisions are value for money and commercially sustainable.

To be solution focused in assisting the business and its management team and, at all times, working in a positive and dynamic way in order to best deliver a credible finance and claims function.

To work with the Chamber Auditors where necessary, including at the end of each year for the production of final audited accounts.

To support Managers when the Chamber is required to partake in Contractual audits (I;e European Regional Development Fund – **ERDF** & Department for International Trade – **DIT**). This includes ensuring the provision of all financial and salary and cost/overhead information relevant to audits.

To oversee the Chamber Group Banking, including identifying cash flow where necessary.

Continually evaluating the performance of controls and processes within the finance function and implementing action plans where necessary.

### **General Duties and Responsibilities:**

Organising the day to day running of the Finance team, ensuring your team's objectives are achieved and providing clear direction and support for team members.

Ability to produce and deliver periodic management accounts, monthly and year end for the Chamber Group.

Produce monthly and quarterly claims.

Supporting HR Manager with monthly payroll & pension processing.

Raising PAYE and NI Payments.

Prepare year end P11D's.

Prepare information for VAT.

Liaising with auditors to ensure annual monitoring is carried out.

Present to CEO and Finance & General Purposes Committee of the Chamber Group. Offering sound and viable financial support where necessary.

Monitor policies and procedures to ensure sufficient cash flow, reduced operating costs and increased revenues.

Maintain good relationships with banks and financial contractors.

Understand and mitigate key elements of the company's risk profile, working with the CEO to update and manage a Group Risk Strategy.

Construct and monitor reliable control systems.

Look to improve profitability by developing plans and financial reports to assist with growth and efficiencies within the business or special projects.

Maintain the fixed asset register.

Ensure both Chamber and CWCT complies with all legal and regulatory requirements.

Undertake all work with due regards to the Chamber's Quality Standards.

**Person Specification:**

Fully Qualified Accountant. ACA, ACCA or CIMA.

Good communicator, with a positive attitude towards leading a small team and working with other teams.

Experience of working previously in a private/public funding contractual environment.

Solution focused in assisting the overall business.

Keen to contribute to business development and commercial opportunities by providing forecasted financial information, including engaging in the writing of bids/tenders from a financial & claims perspective.

Previous SME Experience.

Proven experience in supporting the growth of successful business through effective management of the finance function.

Good working knowledge of Microsoft Office particularly Excel and Word.

Ability to communicate verbally and in writing with a wide range of people.

Ability to build and maintain good relationships.

Willingness to working in partnership with other organisations in respect of service delivery.

Driving license and use of a vehicle for business purposes.

The right candidate will be excited at the prospect of taking on responsibility for this role and making it their own.