

Re:markable

Financial Controller

This role profile describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment.

Reporting To: Commercial Director/Finance Director

Place of Work: Apex 3, 95 Haymarket Terrace, Edinburgh, EH12 5HD

Duration/Hours: 22.5 - 37 hours per week (flexible)

Purpose: To effectively and efficiently manage all aspects of the finance function, making best use of technology and resources by continuously improving processes. Prepare all relevant statutory information and support commercial decision making by effective use of business analysis.

Responsibilities:

Statutory

- Accounts and Reporting – prepare and report monthly/quarterly/annual management accounts and year end statutory accounts
- Plan and execute the year end audit with the external auditors
- Submit statutory returns including: PAYE, P11D's, VAT, Corporation Tax, Royalties and Grant claims
- Submit statutory accounts to Companies house at the end of the financial year
- Complete statutory returns for parent companies Scottish Enterprise (SE) and Highland and Island Enterprise (HIE)
- Provide insurance brokers with information for insurance renewals. This includes (Contents, Management Liability, Professional Indemnity, Cyber, Travel etc.)
- Oversee the monthly payroll and associated returns and adhere to pension regulations
- Ensure all bank accounts are up to date with current authorised signatories
- Ensure company is GDPR compliant
- Submit information to licensors and partners - IIP CIC, TTSA & SDS etc.

Operational

- Banking and reserves management – management of payments, receipts and reserves, and ensure a healthy working capital cycle
- Regularly review debtor ledger to mitigate the risk of bad debts
- Review budget/overhead spend to ensure strong cost control
- Review weekly payment run, bank reconciliations and weekly cashflow modelling once actioned by the finance assistant
- Work alongside the operations team to understand how work is tracked and ensure this is invoiced in a timely manner
- Reconcile work delivered (as per project database) versus work invoiced (as per Sage)
- Ensure a robust control environment by reviewing controls of company systems, processes, policies and standard terms and conditions
- Maintain and review the current financial system and backup regularly

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- Liaise with and report to relevant stakeholders including the Remarkable board, product licensors, Scottish Enterprise and Highlands and Islands Enterprise (parent companies), and Scottish Government (key stakeholder)
- Coach and mentor the Finance Assistant

Business Analysis and Process Improvement

- Ensure the best use of technology and resources to provide information and insights across the organisation
- Prepare rolling quarterly and annual forecasts and utilise applications to improve efficiency of reporting
- Prepare management information, financial reports and commentary, working with the Senior Leadership Team and the board to support decision making
- Provide high quality information including KPIs to all departments both on a regular and ad-hoc basis as required to support them
- Analyse key performance trends and identify opportunities and challenges to support business decisions
- Support the operations team on client portfolio analysis – focusing on retained, new and declining business
- Data modelling and analysis to support business decisions such as pricing, new product development, resourcing etc
- Analyse and assess the value of market or partnership opportunities through research and analysis with support from the Leadership Team
- Providing financial support to company-wide projects and tenders
- Improve, automate where beneficial (e.g. invoicing, expenses) and future proof the processes (e.g. work recognition process as our consultancy division grows)
- Review the systems, improving or upgrading them where beneficial, including the current finance system

Skills and experience

- Qualified accountant and a member of a recognised accountancy body
- Consistently demonstrates organisational values; always operates in the best interests of the company
- Demonstrates the ability to earn the trust and respect of others in the team to work across the business
- Confident to challenge decisions to support the sustainability and growth of the business
- Strong ability to work under pressure and meet deadlines, while maintaining a high standard
- Enjoys using own initiative to proactively solve queries and issues faced by the business
- Strong commercial awareness of the current marketplace and ability to identify opportunities and financial challenges faced by the business
- Ability to analyse and interpret data to provide insights to the business to support operational and executive decisions
- Capable of seeing the impact of the finances on the whole business and can think strategically
- Effective communicator and presenter with the ability to adapt style and approach to deliver the right message in the right way regardless of audience and increase financial knowledge across the business
- Willingness to support junior team members to achieve their goals and company targets
- Strong desire to continuously improve processes and systems to add value to the business
- Ideally experienced in Sage and/or other accounting packages
- Significant experience in Microsoft Excel and other Microsoft applications