



## Job Description: Financial Controller

**JOB TITLE:** Part Time Financial Controller

**REPORTING TO:** Managing Director

**JOB PURPOSE:** Overseeing the financial function for the company including providing oversight and monitoring of the finances and providing financial reports to management.

### DUTIES:

- 1) Preparation of monthly management accounts & account reconciliations. including Profit & Loss Account, Balance Sheet, Overhead Expenditure Analysis and Job costing
- 2) Maintenance of balance sheet schedules, preparation and posting of monthly Depreciation, WIP, Accruals, Prepayments and other journals.
- 3) Prepare Overhead expenditure analysis and Job costing analysis.
- 4) Preparation of annual budget and budget variance reports.
- 5) Attend monthly management meeting with a summary of the monthly financials and confirmation on date info will be issued to team.
- 6) Process and pay monthly payroll including paying of PAYE, NI and CIS to HMRC.
- 7) Annual reporting such as CITB Return and P11ds
- 8) Control Company Pension scheme, liaising with external advisor and deducting and paying over pension payments on a timely basis.
- 9) Work alongside and oversee account administration team and be able to step in to complete work elements during leave, vice versa (on critical elements)
- 10) Guide accounting, reception and clerical staff by coordinating activities and answering questions.
- 11) Control, by negotiation with suppliers, costs of Insurance. (Other elements may be required subject to workload)
- 12) Liaise with Accounts Administrator and Managing Director regularly.
- 13) Liaise with external Accountants, bank manager and finance providers.
- 14) Any other assignments as required.



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### Skills

You will have excellent communication skills, Strong organisational and prioritisation skills, including supervisory skills are also required.

Obtain / be current with regulations affecting the construction industry and effects upon the company and be knowledgeable about company procedures and compliance issues.

Good working knowledge of Excel and Word

Experience in working with CLiPIT CIA software or similar would be advantageous.

Previous experience and knowledge and working within a construction company would be advantageous.

### Qualifications

Qualified Accountant with at least 5 years Post Qualification Experience.

### Working hours and Environment

Role is part time - Working week 18 hours a week.

You will be based in the Glastonbury Offices

Proposed hours are to be Monday – Wednesday 9am – 4pm (subject to discussion)

1hr Lunch Break

The office is based in Glastonbury.

### Remuneration

Salary offered - £20,000 – £23,000 per annum. (£42,000 (FTE))

### Benefits:

Company Pension & Contribution  
Life & Major illness Insurance scheme  
Free On-site parking  
Bonus Profit share scheme