

Job Description: Finance Manager

Summary of Role: Carry out day to day finance, bookkeeping requirements

Reports to: CEO Teddy Watt.

Fixed Remuneration: 35-40k

Bonus Scheme: Yes

Website: www.marbleldn.com

Contact: Tally - tally@broadbeanevents.com

CONTEXT

Marble LDN is looking for a Finance Manager to take control of the day to today running of the Finance Department and work alongside the CEO managing the day to day financial running of Marble.

Marble LDN is an integrated events company. We work across the event industry on a wide range of disciplines both in the private and commercial sectors. We are a fast paced expanding business working within the creative sector. We have an ATO of 5M+

Though the role is 100% focused on finance you will be part of a young and creative team that prides itself on its company culture, providing a space for people to enjoy their work whilst expanding their own personal skills through dedicated training programs.

KEY RESPONSIBILITIES

Processing sales & purchase invoices

Weekly bank reconciliations within Xero (working with our accountants)

Managing staff expenses via Pleo (our expenses tool - which integrates with Xero).

Budgeting and forecasting (by-weekly)

Project margin analysis

Management reporting (progress against forecasts, utilisation, project profitability, cash flow etc.)

Managing the debtors and creditors ledgers (weekly)

Management of cash flow

Payment of suppliers

Help produce reports for financial KPI's

Assisting external accountants on all financial aspects and queries including payroll queries as required.

Working with our accountants and to identify cost savings, efficiencies as well overspend as effective reporting

Implement process improvements to our financial systems

Requirements

Experience working with Xero

Fully or part qualified accountant / or QBE

3 years hands-on experience working in a finance department

Experience working in an agency (desirable)

Full time role with possibility of flexi time if workload was manageable

BENEFITS

Salary 35-40K pro-rata depending on experience.

25 days paid holiday per year. Office closed Christmas to New Year's Day, work from home or take as holiday.

Free lunch every day at cafe run by Farm Girl.

Bonus scheme.

Perk Box membership.

We invest in our team and aim to provide anything you need to expand and nurture your skills including training, equipment and mentorship.

Company pension scheme.