

UK subsidiary of an international manufacturer is looking for a **Finance and Administrative Manager** with previous experience working for an international company. You will be responsible for the UK accounts including management and cost accounting and various administrative duties. You will manage a small team of accounting and sales administration staff. You will work closely with the Commercial Manager and will report to the Group Finance Accountant based in France.

ROLE:

- Taking responsibility for all monthly management reporting for the UK subsidiary; including P&L, Balance Sheet, variance analysis and commentaries, corporate budgeting and forecasting etc. to be submitted to head office accurately and timely
- Completing HMRC declarations and supervising the outsourced payroll provider
- Reporting Intrastat
- Being responsible for the preparation of annual budgets and forecasts and accompanying reporting packages, variance analysis and commentaries
- Managing the credit control function and liaising with head office
- Advising the group regarding audits, external stakeholders such as bank, insurance, etc
- Supervising logistic, customer service, and sales administrative staff
- Liaising with clients when necessary.

PROFILE:

- Previous experience in a similar role, ideally as a Senior Accountant, Junior Finance Controller, or Finance Manager with some administrative duties
- ACCA or CIMA qual, or part-qualified, QBE
- Previous experience in working for an international company, and in managing loyal staff
- French language at intermediate level will be a plus
- Ability to understand cultural differences
- Eye for detail and hands-on attitude
- Flexibility will be an asset for this role as the team is small and the Finance and Administrative Manager might have to help out the team from time to time
- Experience in SAGE accounting software
- Some travel to France from time to time

SALARY:

£55k-£60k according to skills and experience