

Leading IT Services Company, expert in MES/MOM and PLM and working with major manufacturing clients within automotive, energy, cosmetics, defence etc, is looking for a French speaking **Finance and Administrative Manager**. Your role will be to improve processes, consolidate accounts and bring new ideas to optimise the development of the company. This role is operational and will develop towards a more strategic one. You will report to the CEO and will supervise staff in legal, after sales and accounting departments.

Full job description will be sent to selected candidates

ROLE:

- Overseeing and taking responsibility for all monthly management reporting for the UK and the subsidiaries; including month-end processes including invoices, payroll, cashflow, VAT returns
- Preparing P&L, Balance Sheet, variance analysis and commentaries, corporate budgeting and forecasting and overseeing audit process
- Supervising and liaising with the external 5 accounting firms abroad
- Consolidating accounts of 7 entities based in Europe
- Responsible for credit control and the liaising with clients when necessary
- Completing HMRC declarations and supervising the external accountancy firm until the payroll is back in-house
- Participating in the preparation of annual budgets and forecasts and accompanying reporting packages, variance analysis and commentaries
- Advising the group regarding audits, external stakeholders such as bank, insurance, etc
- Analysing working capital making sure it is in line with the group objectives
- Working on ERP projects
- Supervising back-office personnel including 2 assistant accountants, one after-sales executive, and a legal assistant

PROFILE:

- Fluent French and English
- ACCA or CIMA part qualified or qualified or similar experience
- Previous experience in a similar role ideally in digital transformation, or consultancy companies
- Strong experience UK accounting and consolidation
- Good experience of group audit processes
- Previous experience in international companies
- Strong business acumen and good understanding of challenges of companies with strong growth plans
- Very good communication and organisation skills
- Ability to set up and improve processes

SALARY & BENEFITS:

c£60 000/pa negotiable according to skills and experience

Possibility to work remotely 2 days a week

23 days holidays

Pension, private medical insurance

Lunch vouchers

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