

European company is looking for a French-speaking **Head of Finance and Administration** to oversee its UK operations. This pivotal role combines hands-on financial management with strategic involvement in business operations. You will be responsible for all aspects of local finance, including accounting, tax compliance, reporting, and month-end/year-end closings, ensuring alignment with both UK regulations and Group policies. Beyond core finance duties, you will play an active role in commercial decision-making and contribute to business strategy through management accounts, sales performance analysis, and team leadership.

This position offers an excellent career opportunity for an experienced **Finance Manager or Financial Controller** looking to expand into a broader strategic role. You will report directly to the UK Managing Director and collaborate closely with the Head Office in France.

ROLE of the Head of Finance and Administration:

- Overseeing and ensuring accurate management of all accounting activities (accounts receivable, accounts payable, inventory), in full compliance with local accounting, administrative, and tax regulations, as well as Group accounting standards.
- Ensuring the timely issuance, recording, and monitoring of all fiscal documents (incoming and outgoing) related to core business operations, services, and purchases, guaranteeing data accuracy and adherence to local tax laws.
- Preparing periodic financial statements, including Balance Sheets and Profit & Loss reports, in line with statutory requirements and internal corporate procedures.
- Reviewing and implementing robust internal control procedures aligned with Group standards to support regulatory compliance and operational efficiency.
- Managing all accounting closing processes—monthly, quarterly, and annually.
- Reconciling local financial statements with Group financial statements, adhering to Group reporting standards.
- Collaborating with Internal Control and Corporate Organisation teams to assess and improve internal processes and procedures.
- Ensuring all administrative matters related to staff purchases and internal sales comply with local legal requirements.
- Supporting updates to accounting processes, help define and implement KPIs, and align operations with local laws and corporate planning requirements.
- Acting as a strategic business partner by delivering financial and business analysis and reports.
- Leading the management accounts process, including coordination of business plans, budget creation, and forecasting for sales, marketing initiatives, events, retro investments, and overheads; monitoring these against forecasts (P&L/LER).
- Managing inventory and logistics, with an objective to reduce the financial impact on the company P&L
- Liaising with the company solicitor to ensure corporate compliance.
- Reviewing and securing commercial contracts in coordination with the legal team.

- Assisting the sales team in structuring the financial terms of commercial agreements with customers.
- Establishing and controlling sales pricing to meet required margin targets.
- Managing a small team, not necessarily finance
- Coordinating with the company's payroll agent on HR matters and managing the HR filing system.
- Acting as the point of contact for IT needs

PROFILE:

- Fluent French and English with strong communication skills
- ACA, ACCA or CIMA qualified
- At least 5 years experience as a Finance Manager or Financial Controller
- Previous experience in working for a subsidiary of an international company, ideally in a company involved in goods distribution
- Previous experience of both French & English accounting
- Excellent business acumen and very good analytical skills
- Strong time management skills
- Proven ability to multitask
- Previous management experience
- Flexible and adaptable and excellent team player

SALARY & BENEFITS:

- Between £70k and £85k/y negotiable according to skills and experience
- Travel allowance for public transport.
- Benefit scheme (after probation period) including health and life insurance, pension scheme and income protection plan.
- 28 days of annual holiday.