

Our client, a European market-leading wine producer is seeking a **part-time French speaking Commercial Finance Manager**. Your role will be to assist the Finance & Operations Director in providing regular support to the sales team for enable the best commercial decisions, as well assisting in the preparation of management accounts and forecasts. The Commercial Finance Manager will be joining a small but efficient team.

#### **ROLE OF THE COMMERCIAL FINANCE MANAGER:**

##### **Full ownership of Accounts Receivable function:**

- Code and file sales invoices
- Maintain and reconcile sales accounts on client portals
- Maintain and reconcile AR ledger
- Credit control
- Main point of contact with clients for queries
- Manage new customer registration processes

##### **Support to the sales team:**

- Support the sales team to enable commercial decisions and policies that are best aligned with the business goals
- Support the delivery of commercial and financial decision-making to drive future performance
- Analysis of new business cases and ensuring appropriate approval
- Provide weekly/monthly reporting of key business drivers to the sales team
- Provide any other ad hoc tasks/projects as required by the business

##### **Preparation of management accounts and forecasts in line with group policies**

- Assist with VAT Return completion
- Assist in the production of monthly budgetary and control reports
- Process weekly bank reconciliation
- Monthly stock reconciliations
- Assist with income statement and balance sheet reconciliations, including accruals, prepayments, fixed assets register and inter-group reconciliations
- Support the subsidiary's annual, quarterly and monthly financial planning processes
- Production of year-end statutory financial statements, liaising with the Group finance department

#### **PROFILE:**

- Ideally fluent or intermediate French and strong communication skills
- Part-qualified/Qualified accountant (CIMA/ACCA) with a minimum of three years' experience
- Experience in nominal ledger, sales ledger, purchase ledger, cashbook and VAT declaration
- Excellent credit control skills
- Strong proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- A strong level of Excel including Pivot tables, Vlookups and Sumifs is a must
- Prior use of SAGE X3 and PowerBI is beneficial
- Experience collaborating with a logistics department and knowledge of goods import, stock movements process and excise duties and advantage
- Commercial Awareness desirable

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- Strong interpersonal skills and the ability to build relationships with stakeholders, including colleagues, management, external partners, and customers
- Advanced organisational skills, ability to multi-task, and attention to detail
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Highly resourceful self-learner, with the ability to operate effectively independently
- Passion or interest in the wine industry is a plus

**SALARY & BENEFITS:**

- 3 days a week, or 24 hours a week spread over 4 or 5 days
- Salary £35k - £45k depending on experience and qualifications, pro-rata to 3 days
- 28 days holiday plus bank holidays (pro-rata to 3 days a week)
- Benefits scheme (after completion of probation period) including private health insurance, pension scheme, income protection, and life cover.