



ASSISTANT FINANCE MANAGER

This is a rare opportunity to join a rapidly-growing SME at management level.

This new role has arisen as a result of Teamworks Karting's growth from start-up to SME business. The Assistant Finance Manager will be responsible for the management accounts preparation and interrogation along with budgeting, forecasting and statutory accounting. This is a fantastic opportunity to join a rapidly growing niche business in an all-round finance role with imminent progression to Finance Manager in the first 12 months.

ROLE SUMMARY

The Assistant Finance Manager will work closely with the CEO and Financial Controller to manage and oversee the company's small bookkeeping team and provide support to the company's managers and external stakeholders.

- Immediately take over the daily management and coordination of the bookkeeping, including recruitment and training of new bookkeeper(s).
- Within 3-6 months take over the monthly reporting cycle, preparing the monthly Finance Report for the Board.
- Within 12 months take on the role of Finance Manager, providing financial support to underpin the company's growth plans.

RESPONSIBILITIES

- Oversee accurate and timely bookkeeping using Sage 50 Accounts, including balance sheet reconciliations
- Oversee monthly payroll cycle using Sage 50 Payroll
- Month-end routines including preparation of management accounts.
- Development of budgets and forecasts
- Oversee and suggest improvements for finance systems and controls
- Oversee administration of VAT and PAYE
- Liaise with external accountants to manage year-end statutory reporting
- Cash flow forecasting and management





- Advise the Board on expansion plans, dealing with finance stakeholders to raise and manage credit

You are an ambitious financial manager, with an employment history that includes overseeing accounts, payroll and management accounting.

You want to prove you can add value to a rapidly-expanding SME, giving the Board new ideas to support our ambitious growth plans across the karting, laser tag and vRacing markets.

HOURS

Permanent full time. Some flexible working may be available.

BENEFITS

Competitive salary package including rapid promotion prospects.

TO APPLY:

Please send your CV to mbryant@teamworkskarting.com

Successful applicants will be asked to complete an Application Form, which can be downloaded from: www.teamworkskarting.com/jobs

