

## Internal Finance Manager

This is the perfect position for an experienced accounts individual who's after a challenging, varied role. Griffiths Marshall is a well-established team of Business Advisors and Chartered Accountants with offices in Gloucester, Lydney and Cheltenham. The business handles all aspects of advisory, audit and tax, as well as offering probate and wealth management services. We act for a wide range of clients from sole traders to multimillion-pound groups.

The Internal Finance Manager will lead and manage the financial operations of Griffiths Marshall, ensuring the delivery of accurate, timely, and insightful financial information. The role involves full ownership of the accounts function, supporting strategic decision-making through robust financial reporting and analysis, and playing a vital role in the company's growth.

### Here's what the role entails:

- **Financial Operations & Bookkeeping:** bank reconciliations, control of sales and purchase ledger, managing accruals and prepayments, overseeing month-end processes.
- **Regulatory Compliance:** administering payroll, managing VAT returns, handling Companies House submissions, leading the preparation of draft statutory accounts.
- **Cashflow Management:** maintaining and circulating weekly cashflow reports, credit control, managing supplier payment runs.
- **Management Support:** preparation of monthly management accounts, delivering detailed financial analysis and executive summaries, updating the management accounts pack, integrating non-financial KPIs into reporting.
- **Budgeting & Forecasting:** supporting development of the annual budget, providing monthly budget reports and cashflow projections, producing quarterly forecasts.
- **Continuous Improvement:** ensuring compliance with financial policies and legislative requirements, identifying and implementing improvements to financial processes, simplifying accounting and reporting.

### **These are the key skills you'll need:**

- You're ideally ACA/ACCA/CIMA/AAT qualified or working towards qualification
- You have at least 5 years' experience producing management and statutory accounts
- Experience of producing and monitoring budgets/forecasts – income and expenditure, balance sheet and cashflow statements
- You've got an excellent compliance record and a detailed understanding of compliance requirements
- Advanced knowledge of Excel and proficiency in other Microsoft Office programs
- Strong interpersonal skills with excellent communication and the ability to develop and maintain trust
- The ability to apply your own judgment and experience when making decisions
- A thorough understanding of client circumstances and how they can affect the advice given
- You're highly organised, analytical and disciplined, and able to work collaboratively with colleagues across the business
- You're able to deliver all work accurately and on time to agreed SLAs

### **What you'll get in return:**

We look after our staff as much as our clients and we want you to feel happy and well supported at work. In return for your commitment we'll offer you:

- An excellent opportunity for personal and professional development within an expanding firm
- The chance to have your voice heard and experiment with new ways of doing things
- The possibility of flexible working or part time hours
- A competitive salary which will be regularly monitored and reviewed
- A contributory pension scheme
- Twenty five days' paid holiday plus bank holidays
- Involvement in staff events and charity volunteering days

If you like the sound of this role, please email your CV to Paula Aston [paulaaston@griffithsmarshall.co.uk](mailto:paulaaston@griffithsmarshall.co.uk) with a covering letter explaining how you would be suitable for the position and why you would like to be considered for it.