



Finance Coordinator

As Finance Coordinator you will be responsible for the financial operations of the business, providing financial reporting and planning along with assisting the CEO and Company operations where necessary. Key duties and responsibilities to include:

- Maintaining sales and purchase ledgers
- Processing payroll and expenses, ensuring accuracy and completion in time to meet payroll deadlines
- Preparation/submittal of sales invoicing and troubleshooting invoice queries
- Managing petty cash and associated spreadsheets
- Preparation and management of monthly reporting, budgeting and forecasting
- Preparation of accounts and month end reconciliations
- Ensuring compliance with client payment terms
- Monitoring and forecasting cash flow
- Ensuring all statutory and compliance obligations are met, including statutory accounts and tax
- Processing of supplier and customer invoices
- Monitor outstanding debtors and resolve any associated issues in a timely manner
- Interface and enhance relationships with external accounting teams, customers, auditors, solicitors and HMRC
- Review processes and look at opportunities for cost reductions
- Provision of information and assistance to the CEO in relation to budgets, business plans and ad-hoc reporting
- Any other ad-hoc finance or office related task where applicable.

QHSE Responsibilities

- Demonstrate personal commitment to Health, Safety, Environment and Quality
- Apply Film-Ocean and any Client's Health, Safety, Environment and Quality Policies
- Promote a culture of continuous improvement, lead by example and exceeded Film-Ocean's commitment to HSEQ initiatives.

Essential Requirements

- Extensive experience of Sage 50 Accounts Software
- Highly PC literate with extensive knowledge of Microsoft Office and advanced knowledge of Excel.

Desirable Requirements

- ACCA qualified with around 5 years finance experience, or CIMA qualified with around 3-4 years finance experience or working towards ACCA or CIMA qualification
- A bachelor's degree in finance, accounting, economics, or business administration.



Additional Information

Film-Ocean will consider applications from candidates that wish to work either on a full time or part time basis.

Applicants must be eligible to work in the UK.

Film-Ocean assess all applications based on merit. Should a suitable candidate be identified, Film-Ocean reserves the right to close the recruitment process prior to the advertised closing date.

Only those candidates considered to be suitable will be invited to interview.

Closing Date

Friday 22nd November