

Job Description - Graduate Finance Junior



TITLE	Graduate Finance Junior
LINE MANAGER	Operations Manager
DIRECT REPORTS	Accounts Dpt

Job Summary:

This is a newly created role and a great opportunity for career development. Ideal for someone who has recently graduated with a Finance/Accounting degree and is looking to continue with professional qualification development. The role is identified as growing with the successful candidate. You will have the opportunity to develop into overseeing the financial management of Stone Marine Services Ltd covering budgeting & forecasting, preparation of management accounts, cash flow management & auditing to include two African branches. Working towards being responsible for the day to day financial operations of Stone Marine Services Ltd.

Key Responsibilities:

- Support the day to day control of all aspects of the bookkeeping & accountancy systems
- Improve efficiencies & reduce company costs by identifying process improvements that can deliver greater accuracy in reporting & efficiency in effort
- Support the development & Implementation of robust financial systems & processes
- Support the preparation of monthly management accounts
- Support the appropriate & efficient billing/invoicing of all jobs/projects and collection of all income
- Ensure appropriate & efficient purchase of all charges, levies, equipment & services for all Departments along with monitoring, recording & payment of all expenses incurred by the business
- Regularly analyse & make recommendations to the Directors on control of both Cost of Sales & overhead expenditure for the business
- Support the overseeing of cash flow management
- Compile & manage budgeting & forecasting process
- Develop relationships with external advisors
- Liaise with auditors for annual monitoring
- Reconcile balance sheets

- Review spending against budget with individual departments
- Support the production of draft annual accounts with all supporting schedules for year-end accounts & company auditor visits
- Undertake cost benefit analysis for financial opportunities
- Conduct ad-hoc exercised & analysis in respect of 'projects' as required by Directors
- Understand regulation, legislation & industry developments and how they will impact the business
- Undertake duties and act in such capacities as deemed appropriate from time to time by the Directors
- Ensure Health & Safety Policies are adhered to and ensure regular liaising with the H & S Rep & team for any improvements to be implemented
- Implement, adhere & promote the requirements of the current Quality Management System in place (Currently ISO9001:2015)

Requirements:

- Fully qualified (ACA/ACCA/CIMA)
- Robust commercial acumen & strategic business knowledge
- Excellent interpersonal skills & the ability to persuade & influence
- Committed, enthusiastic & able to use initiative to drive the business forward
- Experience in SAP or other Management Information System or similar
- Strong work ethic
- Solid organisational skills and the ability to prioritise a varied workload
- Potential to lead & motivate others
- Ability to work to tight deadlines

NOTE:

Due to the nature of the role, there will be a relative amount of additional requirements to work out with normal working hours, in order that a professional and timely service is provided. Any paid overtime requires authorisation by the Operations Manager.

Please send your CV & a covering letter to Gwynneth.hall@stonemarineservices.com

Working Hours:	Monday to Thursday 8.30am - 5.00pm Friday 8.30am - 12.30pm ½ hour lunch time unpaid Part time hours will be considered
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