

JOB TITLE	Financial Controller	PRIMARY LOCATION	Inverness
DEPARTMENT	Finance	HOURS OF WORK	Mon - Fri, 9am – 5.30pm
SALARY	Dependent on experience	CONTRACT TYPE	Permanent

HIGHNET

We provide a wide range of innovative and progressive telecommunications solutions, products and services to business across the UK through our dedicated Channel Partners. We are an Internet Service Provider and built our own ISP network - Scotland's first business-only next generation IP network. We are accredited with both Investors in People and Investors in Young People and have a strong commitment to staff training and development. Our staff take great pride in ensuring that every client gets a best in class experience; this makes our customer retention one of the highest in the telecoms industry. Each team has specialist skills ensuring that we remain experts in our field and drive long-term business relationships.

JOB DESCRIPTION

RESPONSIBILITY

Reporting directly to the finance director you will be responsible for managing all aspects of the business's finance function.

MAIN DUTIES*

- Produce and maintain financial and monthly management accounts.
- Complete the month end process, to include profit and loss account, balance sheet, cash flow statements, capital expenditure, variance reporting, dashboards and KPIS etc.
- Ensuring compliance with financial reporting standards and statutory and regulatory requirements
- Ensure all internal controls, policies and procedures are up to date and in accordance with accounting standards and best practice.
- Transactions are authorised within delegated limits of authority.
- Cash management to include accurate cash reporting and cash forecasting.
- Preparation of annual company budgets.
- Overall responsibility for credit control to ensure customers payment are received on time.
- Prepare annual, quarterly or monthly Company regulatory requirements including VAT returns, FCA, P11Ds & National statistics.
- Produce year end statutory accounts for auditors.
- Be the main contact point for the annual audit, including liaison with external auditors and providing responses to audit queries.
- Managing the company pension scheme.
- Supervising the finance team.

**This list is not exhaustive and all personnel may be required to perform duties out with their normal responsibilities from time to time.*

REQUIRED SKILLS	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING	<ul style="list-style-type: none"> • Qualified Accountant. • Degree qualified. • Experience with Sage accounting packages. 	<ul style="list-style-type: none"> • Advanced Excel experience, ability to manipulate large data sets.
RELEVANT EXPERIENCE		Two year high level accounting experience ideally gained within fast moving environment.
SPECIAL SKILLS	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written. • Strong data entry skills and attention to detail. 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Adaptable to change and comfortable working in a fast paced environment. • Ability to prioritise effectively. Well organised with good time management • Proactive approach to problem solving and learning new skills. 	
<p>The successful candidate will have the passion and determination to deliver a best in class service to all customers. They will be a strong team player with innovative thinking but will be equally comfortable taking ownership of their tasks and working under their own initiative.</p>		

To apply for this position please email your CV to recruitment@highnet.com



Finance Controller Job Description
June 2018