

## Finance Manager London

**An experienced and highly accountable finance professional, with excellent finance and IT skills, a high level of attention to detail, an excellent communicator with strong interpersonal skills, and a passion to support the work that we do.**

**Foresight Factory is a consumer prediction consultancy which cuts to the chase. Powered by our platform 'Collision' we provide uniquely specific answers to future customer questions. What we do is very deep, very smart, and very commercial.**

**Home to a diverse team of unique talents our people are confident, embrace responsibility, and enjoy working collaboratively to understand what's important to our clients and always dig deeper to uncover new insights.**

### **The sort of things you'll be doing**

- Ensure timely and accurate processing of invoices, purchase invoices, and payment of suppliers and ad-hoc expenses and the management of accurate day-to-day financial operations,
- Accurately maintaining and reconciling accounting records on Xero, including monthly balance sheet reconciliations.
- Preparation and presentation of accurate and timely weekly and monthly reports, providing key points and recommendations,
- Work closely with our Finance Director, providing budgeting, reforecasting, yearend accounts, and corporation tax filings support as appropriate.
- Lead the weekly finance calls with the commercial team and challenge and support as required.
- Lead monthly budget meetings with each business units, provide analysis and recommendation and ensure variances ladder up to reforecast.
- Identify opportunities to streamline financial reporting processes and implement efficiency improvements using accounting and automation technologies.
- Develop and maintain strong relationships across the company, responding promptly and accurately to queries and requests becoming the go-to finance person and a trusted advisor.
- Work collaboratively with our commercial teams to develop and recommend bespoke approaches that offer the best solutions for invoicing and credit control whilst also meeting the procurement needs of our clients.
- Responsible for monthly and quarterly statutory submission in UK and US
- Master 'Synergist', our new project management software, supporting the implementation, and ongoing tracking of project financials and profitability.
- Work closely with finance director and commercial teams to analyse and report profitability of projects and clients.
- Cash flow management - Develop and implement effective credit control processes and proactively manage outstanding debts, including initiating collection efforts.

- Manage the month-end and year-end closing processes, ensuring adherence to deadlines.
- Management of payrolls for around 45 UK employees, including pensions. HMRC contributions and Private Medical Insurance. Additionally, preparing and submitting payroll reports for approximately 10 employees based in the US and Canada via a managed payroll system.
- Practice continuous professional development and stay up to date with changes in accounting standards and regulations ensuring best practice within the company.

### Requirements for the role

- 5+ years' experience as a Senior Financial Assistant or Accountant role in a professional services environment.
- Part qualified CIMA/ACCA/ACA.
- Proactive
- Excellent analytical and data interpretation skills to extract actionable insights, and strong attention to detail and accuracy.
- Proficiency in core accounting principles, financial management and commercial awareness
- Amazing organizational skills: self-motivated with a strong work ethic, and the ability to work flexibly, and adapt working style.
- Advanced MS Excel skills, accounting software experience (Xero) and managing financial data.
- Confident communicator and great teamwork skills.
- High ethical standards and commitment to maintaining confidentiality.

### What you'll get in return

- Competitive Salary commensurate with experience
- Performance-related bonus
- Workplace pension with 3% company contribution
- 2 x base salary life insurance
- Vitality healthcare insurance
- 28 days' holiday plus public holidays
- Ability to swap existing public holidays for celebrations or holidays of other religions
- Continuous professional development linked to company objectives and personal goals
- Flexible work patterns and hybrid working
- Ability to work from anywhere in the world – 2 weeks per annum
- Family friendly and compassionate leave policies
- Great design-led (and dog-friendly) office space in the heart of Shoreditch
- Free membership to on-site gym through Manor London
- Season ticket loans, cycle to work and personal tech schemes
- Wellbeing support program
- End of quarter company celebrations and frequent team outings

