



## FINANCE / OFFICE MANAGER

We're looking for a Finance / Office Manager to join our team. You will have proven financial and accounting skills (ideally AAT Technician qualified or part qualified towards ACCA, ACA or CIMA) but are looking to step up into a broader, more varied role within a growing business.

Reporting to the Managing Director, the Finance / Office Manager will manage the day-to-day running of the company's accounting requirements and office administration, taking responsibility for the production of monthly management accounts as well as day-to-day book keeping, forecasting and budget monitoring.

The preferred candidate will have a down-to-earth and affable personality with excellent attention to detail and the ability to work on their own initiative. You will be skilled in a computerised accounting package and have advanced knowledge of Excel.

### Key responsibilities:

- Preparation of full monthly management accounts for the Director
- P&L and balance sheet
- Day-to-day book keeping and bank reconciliation
- Preparation of annual budgets and forecasts
- Analysis of costs
- Cashflow production and reporting cash position
- Preparation of quarterly VAT returns
- Maintain nominal, purchase and sales ledger
- Maintaining fixed asset register
- Prepare annual accounts and liaise with external accountants
- Office management and administration
- Oversee the company's quality management and environmental systems
- Assisting with HR support
- Administration of the company vehicles
- Helping to review, create and implement company processes

### Skills required:

- An AAT Technician qualification
- OR part qualified working towards ACCA, ACA or CIMA
- OR would consider qualified by experience
- Previous commercial experience
- Experience of working with accounting packages
- Expertise in Excel
- Excellent written and verbal communications skills
- Excellent organisational skills, with the ability to juggle multiple tasks and priorities
- As a proactive and innovative person you'll actively identify, manage and introduce financial changes to make us more effective and efficient as an agency
- You'll need high standards and be unafraid to assert yourself to make sure best practice is established and adhered to throughout the agency
- Importantly, as we are a small team, you'll be willing to do your bit and lend a hand if and when it's required.

Torpedo is an award winning creative marketing agency based near Oxford with some excellent clients and a great team. This is a fantastic opportunity to join a creative and friendly team environment in a progressive, growing marketing agency based near Oxford.

To apply, please send your CV to [jobs@torpedogroup.com](mailto:jobs@torpedogroup.com)

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