

HICKORY

Job Title: Finance Manager

Permanent position: Full-time

Salary: £35,000

Holidays: 28 days plus birthday off

Purpose of the role:

Hickory are seeking an experienced Finance Manager to work with the Hickory board and leadership team to deliver our strategic growth plans.

You will be integral to the strategic analysis of the business's management information, producing reports and making recommendations on the company's financial situation in line with its short- and long-term goals.

As Hickory's finance manager you are the sole person in the department so the job will be varied, ranging from standard accounting routines through to involvement in commercial projects, system reviews and implementation, as well as representing financial information across the departments and to senior management and board.

Having a good head for figures is essential, as is being able to communicate with colleagues across the business. If you're degree qualified with a relevant professional accountancy qualification and have worked in a similar role for a minimum of 3 years – we would love to hear from you.

Key accountabilities

- Assist in setting the strategy and developing the annual budgets, reviewing/reforecasting quarterly and delivering weekly and monthly management information in relation to the company's performance against the budgets.
- Monitor the day-to-day financial operations within the company, such as payroll, cashflow invoicing, and other transactions. Providing back-office services such as accounts payable, collection and payroll.
- Be responsible for managing any required outside services for tax preparation, accounts, auditing, banking, investments, and other financial needs as necessary.
- Track and report the company's financial status and departmental performance to identify areas for potential improvement.
- Work collaboratively with the teams to develop P&L's for business opportunities and track performance of these opportunities.
- Seek out methods for minimising financial risk to the company.
- Research and analyse financial reports and market trends.
- Provide insightful information and expectations to leadership team to aid in long-term and short-term decision making.
- Review financial data and prepare weekly, monthly and annual reports in line to meet the time schedule within the business.
- Present financial reports to board members, stakeholders, executives, and clients in formal meetings.
- Stay up to date with technological advances and accounting software to be used for financial purposes.

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- Ensure compliance and best practise with all business software, e.g., Enterprise Resource Planning System (ERPO, Pleo, Xero, Kitchen Cut, EPOS).
- Contribute to the ongoing development of the company operating systems, establish, and maintain financial policies and procedures for the company.
- Ensuring the business meets all its statutory and compliance obligations, including statutory accounting and tax issues, companies house, HMRC.
- Managing legal compliance and relationship with insurance and other financial stakeholders
- Work hand in hand with the client services teams to ensure the customer journey and finance touchpoint are managed in line with our terms and conditions and company policies and procedures.
- Maintain professional knowledge by attending educational workshops, reviewing industry publications, establishing personal networks. Benchmarking and participating in steering groups and/or boards.
- Be part of the management team to develop the culture and values of Hickory and be a front facing ambassador at all times.

Skills and Competencies Required

- Professional financial qualification.
- Minimum of 3 years of experience in a senior finance role.
- Superior mathematical skills, analytical skills and critical thinking skills.
- Being able to interpret and present financial information in an easy to understand
- Excellent presentation skills.
- Proven ability to plan and manage work programmes, deal with conflicting demands and meet tight deadlines (multi-tasking).
- Strong collaborator and team player.
- Strong leadership skills, with empathy and understanding of the values of the business and the needs of the growing team.
- Solid communication skills, both written and verbal.
- Excellent at nurturing relationships – internally and externally.
- Excellent IT skills, with a particular emphasis on excel skills.
- Deep understanding of business principles and practices and managing departments driven by policy.
- Impeccable planning and organisational skills.
- Integrity, honesty and confidentiality.
- Good business sense and strategic thinking.
- Be an ambassador for Hickory at all times.