



JOB TITLE: Finance Manager

LOCATION: Brandon/Wretham (occasional travel to other O.C.O UK sites).

REPORTS TO: Finance Director

RESPONSIBLE FOR: A member of the UK Management Team with primary responsibility for O.C.O Technology finance function, you will manage a small finance team, providing financial advice and guidance to the company's stakeholders, managers, and staff to enable them to achieve company objectives.

INTERACTS WITH: Directors, UK Management Team, and all other areas across the business

HOURS OF WORK: 9.00am – 5.30pm Monday to Friday. (37.5 hours p/wk). Hybrid working considered. At least 3 days in the office.

JOB PURPOSE	
<p>Reporting to the Finance Director, with an informal reporting line to the UK Managing Director, the job holder will be responsible for management of the Company's day-to-day financial function for the UK business and will be expected to support both finance and non-finance areas of the business in driving excellent performance.</p> <p>The job holder will lead and manage the finance team, fostering a culture of continuous improvement and professional development. The job holder will take responsibility for ensuring compliance with accounting and regulatory standards for the preparation of monthly and annual management and statutory information including tax matters.</p>	
KEY DUTIES	
<ul style="list-style-type: none"> • Oversee day-to-day financial operations, including accounts payable, accounts receivable, payroll and general ledger. • Managing, mentoring, and developing a small finance team • Production of monthly management accounts for the UK, closing the month end reporting cycle accurately and on time, while providing insight into business performance to the UK Management Team and Board of Directors • Lead the financial planning cycle, including the preparation of annual budgets and quarterly forecasts • Business partnering with operations and commercial teams to optimize business performance • Regular review and reconciliation of balance sheet accounts. • Cash flow management, ensuring that the business maintains a healthy working capital position and robust cash forecasting framework • Manage banking relationships, including reporting under facility agreements • Ensure compliance with all VAT, PAYE, corporation tax and other financial regulations and standards • Continued development of appropriate systems and internal controls, ensuring these are monitored and maintained to meet the current and ongoing needs of the business. • Ensure that all Company policies and procedures appropriate to the job holder are complied with. • Manage external audit process, working alongside auditors to produce statutory accounts for sign off by the Finance Director 	



Certificate Number 11259

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Unless stated, all UK subsidiaries are registered at Montague Place, Quayside, Chatham Maritime, Chatham, Kent, United Kingdom ME4 4QU.

A member of the O.C.O Group of companies, the UK parent of which is O.C.O Technology Group Limited (registered in the UK Company Number 15112154)

O.C.O Technology Ltd. Registered in England. Company No: 07247345

Registered office: Montague Place, Chatham Maritime, Chatham, Kent ME4 4QU

- Support Finance Director on future projects including new systems, enhancement of processes, and strengthening internal controls
- Ad-hoc reporting and projects, as requested by either the Finance Director or the Board of Directors within the skills and knowledge of the jobholder.
- To assist with the upkeep and promotion of the Company's Management Systems – Competency Management System and IMS
- Demonstrate customer-centric approach to project and day-to-day work
- Lead and develop members of your team by empowering them to increase their skills and knowledge
- Carry out Health and Safety observations
- Be a role model for Health and Safety and professional standards of conduct

SKILLS / EXPERIENCE

Essential

- ACCA/ACA/CIMA Qualified with post qualification experience in a similar role
- Previous experience of leading and mentoring a finance team
- Proven business partnering skills
- Have a willingness to be hands on within the role and be part of the team
- Builds effective relationships, works well with others, engages with people to form strong relationships
- Proactive nature, flexible approach to driving change in processes, systems, and controls.
- Have excellent attention to detail, along with strong IT and systems knowledge, with an in-depth comprehensive understanding of accounting software and Microsoft packages.
- Be an effective communicator, articulating any message clearly, listening to others

Desirable

- Knowledge of the Waste/Aggregate/Haulage market.
- Knowledge of Sage 50

Qualifications

Fully qualified ACCA/ACA/CIMA (or equivalent) with post qualification experience and a Full UK driving licence

