



ROCK

MANAGEMENT SERVICES

Job Title	Finance Manager / COLP
Job Overview	<p>We are a service provider that is looking for a Finance Manager and Compliance Officer for Finance and Administration (COFA) to service the customers of our business, which are mostly law firms. Our biggest customer has nearly 200 staff members.</p> <p>The role of Finance Manager sits at the top of the Accounts department which is responsible for all aspects of the financial administration of the firm and its customers. The Finance Manager would be working closely with our Management Accountant, Managing Director and the stakeholders of the customer companies. The Finance Manager is also responsible for line managing for all the staff in the accounts team. Ideally we are looking for a candidate that holds ACCA Chartered Qualification.</p> <p>The COFA role is a specialized role linked with the financial management of a firm regulated by the Solicitors Regulation Authority (SRA). The firm and COFA must ensure to meet all the SRA requirements and follow all their rules and regulations.</p>
Roles and Responsibilities	<ul style="list-style-type: none">• Management of Management Accountant.• Management of the accounts team (includes onboarding, training, appraisals etc)• Overseeing of the running of the Private Client bank account (SRA rules).• Manage internal financial accounting, monitoring and reporting systems.• Work with Management Accountant to manage budgets and prepare forecasting reports.• Supervise and analyse financial reports and present findings to the board.• Review company financial reports and seek ways to reduce costs.• Analyse market trends to maximize profits and find expansion opportunities.• Identify risks, propose solutions and manage stakeholder expectations.• Liaise with external Accountants in preparation of statutory accounts and audits (SRA and Statutory Audit).• Oversee and assist with the payroll, VAT and HMRC processes.• Liaise with Costing and Sales departments.• Responsibility for accounts receivable and payable ledgers.• Prepare monthly accruals, prepayments and accounting entries.• Manage audit processes of current systems.• Monitor financial details to ensure legal requirements are met.



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	<ul style="list-style-type: none"> • Develop external relationships with Auditors, Solicitors, Bankers and Statutory Organisations. • Drive continuous improvement of accounting practices. <p>General:</p> <ul style="list-style-type: none"> • Overseeing and authorising weekly payment runs. • Daily checking of cash flow. • Checking and spot-checking on processes and queries. • Regular reviews of plans, policies and procedures – adapting, changing, training to drive improvement in the business. • Dealing with enquiries coming from the team, other staff and customers. • Working with software providers and other third-party suppliers to resolve issues and make improvements. • Any other jobs as directed by the Managing Director or stakeholders.
Person Specification	<ul style="list-style-type: none"> • Previous Experience as Finance Manager (minimum 5 years) essential. • ACCA Chartered Qualification. • Previous experience as COFA preferable. • Thorough attention to detail. • An investigative nature. • Confident to work within tight timescales. • Ability to prioritise. • Must be IT literate and be willing to learn. • Positive and approachable manner. • A willingness to embrace new ideas and processes. • The capacity to make quick but rational decisions. • Team player with good working relationships, strong team management and leadership qualities. • The ability to delegate and manage the work of others. • The ability to resolve conflicts between team members. • Working knowledge of Microsoft Office packages. • Must have knowledge and experience in dealing with accounts. • Great communicator in both written and verbal English. • Excellent time management and organisation skills. • Great team work ethics. • Great problem solving skills. • Accountancy qualifications would be desirable. •
Salary	£50k - £60k per annum (Dependent on experience)
Working hours	9:00am to 5pm, with one hour for lunch Monday - Friday
Job type	Permanent – Hybrid – attending the Kidlington office 2-3 days a week.
Closing date	We reserve the right to amend the closing date or withdraw the advert without notice prior to the closing date.



<p>Why work for Rock MS?</p>	<p>We are a forward thinking, dynamic company, who put their clients and employees first. We are a fun and flexible firm with good opportunities for development and career progression. We expect a lot from our employees but in return we offer:</p> <ul style="list-style-type: none">• The ability to earn up to 30 days of holiday with years of service (standard holiday packages start at 21 days plus all bank holidays);• Additional paid day off on your birthday.• Ability to purchase a further 5 days of holiday each year.• Discretionary additional holiday days given at Christmas (up to a maximum of 2 days)• Flexible working schemes available to all employees.• Private medical health care with the option to add optical and dental care.• Discounted gym memberships.• Fresh fruit baskets in each office on a weekly basis.• Cycle to work scheme.• Unlimited access to online based training.• Employee assistance programme with access to physical, mental and emotional health advice & webinars, wellbeing videos and programmes, online counselling & mini health checks.
<p>How to apply?</p>	<p>If you are interested in this position, or would like further information, please email ldebbage@rockms.co.uk with the job title clearly stated in the subject line.</p>