

Finance Manager

Aberdeen / Hybrid / Remote | £40,000 – £50,000

Do you want to lead the finance function for one of the UK's fastest growing independent strategic communication consultancies? Can you deliver insights and advice to help drive the growth and performance of the company?

Working closely with Andrew McCallum, CEO of Aspect, you'll have overall responsibility for the company's finance system and processes, working with the leadership team to prepare annual budgets and revenue forecasts.

You'll proactively – and with autonomy – seek out, develop and implement improvements to the company's financial processes and systems, and make recommendations on transformation opportunities

You'll help drive the growth and performance of the business by providing insightful management information and reporting aligned to the company's KPIs. You'll be instrumental in preparing financial information and supporting the CEO with acquisition due diligence and integration, along with associated budgets, business plans and KPI reporting. You'll also provide general finance and business performance advice to the Aspect team.

About Aspect

We're strategic communication experts. Our talented core team and global network of experienced associates and partners provide tailored advice, creative solutions and targeted campaigns that propel our clients onwards and upwards to future success. We've all held senior in-house communication roles, so we see things from our clients' perspective. We don't just come up with great ideas and strategies, we roll up our sleeves and deliver.

We're a passionate and professional team that thrives in complex, issue-rich environments. We combine our extensive in-house experience with external consultancy expertise to deliver objective strategic communication advice and solutions in even the most challenging situations. We trust and support each other to deliver great work. We believe in helping our people grow and develop – personally and professionally. We work hard and have fun doing what we enjoy.

The role

- Reporting to Andrew McCallum, Aspect's CEO, the Finance Manager will have overall responsibility for the finance system and processes, including financial control, cash management, management information and reports
- You'll prepare financial information and support the CEO with acquisition due diligence and integration, budgets, business plans, KPI reporting, and provide general finance and business performance advice to the Aspect team
- You'll have strong expertise in the Xero accounting package, processing all entries and monthly bank reconciliations, and preparing month end journals, including accounting for income recognition
- You'll be accountable for the administration of the finance system, managing the day-to-day work of a finance admin resource and overseeing their performance and personal development
- You'll deliver cost centre accounting and analysis to enable profitability to be reviewed by the leadership team on a monthly basis and prepare monthly and quarterly reconciliations of balance sheet and nominal accounts
- You'll prepare, quality check and issue all client invoices, working closely with teams across the business to ensure that invoices accurately reflect the work delivered and align to our commercial targets
- You'll prepare monthly management accounts and quarterly VAT returns, pay suppliers, manage and process staff expenses, petty cash and credit cards, and have regular contact with company accountants
- You'll work with the leadership team to prepare annual budgets and revenue forecasts with quarterly reforecasting, and implement a robust cash flow forecasting system
- You'll work with the CEO and the wider Aspect team to optimise budget allocation, identify and drive cost efficiencies, and monitor outstanding debtors acting where necessary to improve the company's cash position
- You'll proactively – and with autonomy – seek out, develop and implement improvements to our financial processes and systems, and make recommendations on transformation opportunities
- Working closely with our accountants, you'll prepare year-end financial statements, oversee monthly payroll ensuring monthly PAYE/NIC liabilities are settled, and compliance maintained

Your experience and character

- At least five years' hands-on experience working within a finance department
- An appropriate accounting qualification
- Robust working knowledge of Xero is essential
- Robust working knowledge of WorkflowMax is desirable
- Experience of working within a consultancy or agency environment
- Experience of monthly accounting processes and routines
- An enthusiastic and positive attitude
- Be a team player
- Ability to meet deadlines and work under pressure
- Be able to work on your own initiative and be proactive

Your qualities

- Resilient
- First-rate judgment
- Structured and organised
- Delivery focused
- Measured and calm under pressure
- Real attention to detail
- Able to juggle multiple priorities
- Commercially minded
- Responsive
- Confident
- Collaborative
- Adaptable

What we offer

- 29 days' holiday each year
- Your birthday off
- Christmas party
- £500 recruitment incentive
- Internal & external training
- Professional qualifications
- Mentorship programme
- Appraisal programme
- iPhone, MacBook, Thunderbolt Display
- Enhanced maternity, paternity and adoption pay
- Additional days' holiday for each year's service ^
- Cycle to Work scheme
- 4pm Friday finishes Jun, Jul, and Aug
- 4pm Friday finishes on payday Sept to May
- Half day in December for Christmas shopping
- Full day for charity activity each year

^ Up to a maximum of five years

Application Process

To apply for this role, please send your CV or LinkedIn profile to brian.creegan@aspectreputation.com

We anticipate the interview process will comprise two stages - an initial screening interview with our talent acquisition team, followed by a formal meeting with the senior leadership team at our Aberdeen HQ.