



JOB DESCRIPTION – OFFICE FINANCE MANAGER

Division/Department: **Finance**

Type of position: **Full-time, Permanent**

Reports to: **DP Central Finance**

Reportees: **n/a**

General Description:

- To encompass the financial operation of the design studio: to lead the accounts, cash flow forecasting, budgets, reporting and financial processes within the company and to the David Phillips Group on a day to day basis

Principal Tasks:

- We are a rapidly growing furniture rental, show home and interior design company looking for an enthusiastic and hard-working 'Finance Manager' that will fit into our growing team. The ideal candidate will have previous experience within a financial role and will take on the responsibility for the expenditure and analytical reporting of the company. They will have a high level of numerical skills, very good attention to detail, a strong analytical approach and have excellent communication skills. We are looking for someone who will take pride in joining our successful team and uphold our high standards and professional service.

Secondary Tasks:

- Monitoring and interpreting cash flows and forecasting future figures, and to ensure that gross margin (GM) is achieved within the set financial year.
- Assisting the Managing Director in managing budgets.
- Coordinate and execute financial transactions and activities, such as bill payments, invoicing, payroll.
- Providing and interpreting financial information.
- Oversee and assist with MILC policies, processes and procedures, the training, improving and implementation of such.
- Managing MILC's financial accounting, monitoring and reporting systems internally and to the David Phillips Group.
- Oversee and monitor furniture pack projects and estimates produced by the Design Team, ensuring that furniture specified is always on budget and within set KPI's.
- To monitor all furniture pack projects, ensuring that appropriate gross margin (GM) is achieved with specified and agreed allocation of furniture.
- Oversee and approve sale price of rental stock, ensuring margins are always met.
- Researching and reporting on factors influencing business performance to the Managing Director and to the David Phillips Group financial team.

Requirements:

- Experience in book keeping and financial administration is required and, although no accounting qualifications are specified, they would be advantageous.
- Experience in using Sage .
- Experience of working with Excel is required

Agreed by employee:

Signature:

Date:

Approved by:

Signature:

Date:

Title: **[Relevant director]**