



Finance Manager Job Description

Job Title: Finance Manager / Senior Bookkeeper

Work Location: Portslade, East Sussex.

Hours: Full time, Monday to Friday 9am to 5pm.

Remuneration: £25,000 - £35,000 depending on experience

Company Description

WorkingAwayFromHome.com is a leading provider of serviced accommodation. We link businesses and their staff to serviced apartments and houses worldwide. We produce a quality and efficient service to provide solutions for client's accommodation needs.

WorkingAwayFromHome.com encourages our employees to maximise their potential. We are looking for hungry, passionate individuals willing to learn and develop their skills and experience.

You will be given the opportunity to gain the necessary experience and skills via our internal and external training. Due to our growth plans in 2022 and 2023 there will be potential for promotion into management roles.

Person Profile / Characteristics Required for this Role

- This role requires someone extremely organised with excellent attention to detail.
- Being proficient in Xero and Microsoft Office. Experience with CRM systems or databases is desirable but not essential.
- Ability to work with autonomy and manage own workload which will require multi-tasking and good time management skills.
- This person will have excellent communication skills and be able to communicate clearly and professionally with clients and suppliers as well as internally within the business.
- AAT/ACCA/ICAEW qualifications are a bonus but not essential, we are looking for a person with the right experience (a minimum of 5 years in a commercial role) not just a qualification. If you would like to study towards your qualifications this would be supported but not necessary if this is not something you would want to do.

Job Description

We are seeking a Senior Bookkeeper / Finance Manager who will be charged with managing all the financial transactions of the business. The successful candidate will join report directly to the Director of Operations.

As the Senior Bookkeeper / Finance Manager you will:

- Manage the accounts payable function – Receive invoices from suppliers, reconcile and record them and make payment at appropriate time. Previous experience of making bank payments is



essential. This will at times require chasing suppliers for copy invoices and discussing charges with suppliers.

- Manage the account receivable function – Calculating the charges that need to be made to clients based upon rental charges, additional services requested during a period and final charges upon check out. This will need to be invoiced on to our client and then payments followed up if they are not made on time. Clients may query charges on invoices so good communications skills are required when liaising with clients on this.
- Account management – Maintaining contact with both suppliers and clients, ensuring that all monies are received in and paid on in a timely fashion. Ensuring that any final charges are agreed between the supplier and the client and then managing the return of any deposits. We use both Xero and a CRM database to log all account activity so the successful candidate must be extremely diligent and organised when recording all information.
- Manage Xero – creating all sales invoices and logging purchase invoice. Regularly completing the bank reconciliations.
- Reporting – preparing weekly reports for the Director of Operations.
- Other responsibilities dependent upon experience and desire – a more experienced candidate with the appropriate experience could take on payroll, VAT returns and year end accounts prep.

Job Requirements

Essential Skills

- Proficient with Xero
- Prior experience making bank payments
- Excellent attention to detail
- Have excellent organisational and administrative skills
- Excellent communication skills (oral and written)
- Be able to cope with pressure
- Have the ability to work autonomously
- Have good IT skills (Excel, MS Office)

Desirable Skills

- Bookkeeping or accounting qualification
- Knowledge or experience of using CRM

How do I apply

Application Process: Please send a copy of your CV to claire.glover@workingawayfromhome.com

Closing Date: 21 September 2022



Interview Dates: Telephone interviews w/c 26 September 2022 followed by face to face interviews w/c 10 October 2022

Start date: 28 November 2022

Interview Location: Portslade, East Sussex.