

<b>Job title</b>	Financial Accounting Manager
<b>Reports to</b>	Financial Controller
<b>Job grade</b>	4
<b>Date prepared</b>	July 2025

### Job purpose

The Financial Accounting Manager plays a pivotal role in leading the financial accounting function and overseeing credit control operations. This position is responsible for ensuring the accuracy, integrity, and compliance of financial reporting, while supporting strategic decision-making and continuous improvement across the organisation. The role requires strong leadership, technical expertise, and cross-functional collaboration to uphold financial governance and operational excellence. This is a management role, providing leadership that elicits a culture of care and high performance and works collaboratively across the business.

### Dimensions

The Financial Accounting Manager will lead a team of approximately six employees, including direct line management of the Credit Manager.

### Duties and responsibilities

#### Financial Accounting & Compliance:

- Contribute to the preparation of monthly board reporting packs and perform key month-end journal postings.
- Oversee and perform balance sheet reconciliations, ensuring timely resolution of discrepancies, and prepare financial control and compliance reports to support robust financial governance.
- Manage and coordinate the month-end and year-end close processes, ensuring accuracy, timeliness, and compliance with internal and external reporting requirements.
- Manage the year-end audit process, liaising with external auditors and preparing required documentation.

- Supporting the Financial Controller in the statutory financial statements' preparation process.
- Ensure compliance with tax regulations, including VAT returns and partnership corporation tax submissions.
- Support with the implementation changes to UK GAAP standards and ensure internal processes remain compliant.
- Maintain and update the finance risk register on a quarterly basis, identifying and mitigating key financial risks.
- Manage fixed asset accounting, including asset register maintenance, depreciation, and disposals.
- Lead the preparation and ongoing monitoring of short- and long-term cash flow forecasts, proactively identifying financial risks, strategic opportunities and potential interest-earning options to optimize liquidity, support informed decision-making and enhance overall financial performance.
- Review and validate the monthly payroll reports in close coordination with internal payroll teams and external providers, ensuring strong relationship management and the accurate reflection of payroll in monthly results and annual financial statements.
- Manage and authorise bank payments, ensuring appropriate controls and approvals.
- Oversee bank administration, including account maintenance and user access controls.
- Prepare and submit P11D and PSA (Pay As You Earn Settlement Agreement) returns, ensuring compliance with HMRC requirements.
- Coordinate the annual insurance renewal process, working with brokers and internal stakeholders to ensure adequate coverage and cost-effectiveness.
- Support the implementation of the transformation project, including any future phases for additional system improvements.
- Prepare the National Statistics Surveys (Business monthly, Assets Quarterly and Annual).

**Credit Management:**

- To lead and oversee the activities of the Credit Management team.
- To work closely with the Credit Manager to ensure effective management of day-to-day credit control.
- Monitor procedures to minimise bad debt risk and review aged debt reports to monitor timely collection of outstanding receivables.
- Collaborate with customer experience teams to resolve credit-related issues and support initiatives focused on improving certification retention and driving growth.

- Provide guidance, training, and development opportunities to team members to enhance their skills and career growth.
- Maintain clear and effective communication with internal and external stakeholders to ensure alignment and address any issues promptly.
- Facilitate the preparation and presentation of regular reports on credit management activities, highlighting key metrics and trends to senior management.
- Ensure regular performance reviews are conducted by the Credit Manager, to set clear objectives, and provide constructive feedback to ensure high team performance.

**Corporate Solutions Support:**

- Provide financial analysis and reporting to support rebate calculations and tracking.
- Working with Finance Business Partners to assist the Corporate Solutions team, to operationalise billing and debt management solutions for key accounts/corporate clients.

Undertake a variety of ad hoc tasks and responsibilities within your remit and capability, including but not limited to project coordination, data analysis, and administrative support. Collaborate with cross-functional teams to ensure seamless execution of business strategies through responsive and proactive engagement and deputising for the Financial Controller when required.

**As a manager, you will promote the success of CLLP and its members by:**

- Supporting the leadership team with the delivery of CLLP strategy, communicating our vision and purpose in a compelling manner, championing our principles of Technical Integrity, Customer Centricity, Simplification, Digital First and Collaboration, ensuring that the company is an agile and resilient operation, and that it achieves its short- and long-term objectives.
- Providing clear and compelling leadership and management, creating a culture of care and high performance in teams, and ensuring that individuals are engaged, aligned, motivated and competent to carry out their responsibilities, and that there is sufficient capacity and resources to deliver objectives.
- Implementing and championing policies, rules and procedures to ensure that good governance is applied to all activities, protecting the safety, health and wellbeing of colleagues, ensuring legal and regulatory compliance, and the prudent use of CLLP's financial and non-financial assets.

- Identifying opportunities to improve our ways of working and supporting the change management process as agreed.
- Leading and managing people in accordance with Certsure's Values and Behaviours.
- Ensuring there is a talent management and succession plan in place for the team.

#### **Person specification (essential)**

- ACA / ACCA / CIMA qualified, with a demonstrable commitment to Continuous Professional Development.
- Recent and demonstrable experience of performing a financial accounting role in a similar sized business.
- Strong technical skillset and understanding of accounting standards.
- Excellent attention to detail and providing a thorough audit trail in all work.
- High levels of integrity and committed to Code of Ethics for professional accountants.
- Working knowledge of payroll and payroll systems.
- Working knowledge of HMRC reporting requirements.
- Advanced excel and analytical skills.
- Commitment to continuous improvement of systems and processes.
- Ability to proactively identify and communicate potential risks and opportunities that may influence business performance.
- Demonstrable experience of managing relationships with a broad range of stakeholders, including auditors, advisors and banks.
- Strong experience of developing and mentoring teams.
- Understands that learning and development plays an important part in creating high performing teams and takes steps to ensure people develop their knowledge and skills and helping them to become the best that they can be.
- Ability to inspire and engage people, maximising their enthusiasm, commitment and ability to deliver business performance.
- Experience of building credible relationships and communicating complex finance information with non-financial colleagues.
- Excellent communication skills with the ability to communicate at all levels and to work collaboratively across all areas of the business.
- Ability to identify innovative solutions and to think outside the box.
- Ability to act with independence, objectivity and bring professional skepticism to bear where required.
- Delivers and encourages a high-performance culture.

- Ability to coach and mentor people, helping them to become the best that they can be.
- Ability and commitment to follow Certsure's Values and Behaviours; to demonstrate a courageous, curious, and committed mindset.

**Person specification (desirable)**

- Proficiency in accounting software (Sage Intacct and SAP)
- Relevant industry experience, i.e., accreditation, building services sector, membership organisations