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| <b>Job Title:</b>  | Head of Accounts |
| <b>Location:</b>   | London           |
| <b>Department:</b> | Finance          |
| <b>Report to:</b>  | Finance Director |
| <b>Salary:</b>     | Competitive      |
| <b>Start date:</b> | Immediate        |

### **Background**

The Finance department deals with the company's finances, both in terms of the company's own overheads and the financial relationship with customers and suppliers and other stakeholders. The department provides accounting services and financial support to all other elements of the organisation. The business functions of the finance department typically include planning, organizing, auditing, accounting for and controlling the company's finances. The finance department also produces the company's financial statements for internal and external use.

### **Purpose of the role**

To manage, direct and review the operations of the Account department functions to ensure that the company's needs are met promptly and efficiently and that the required information in these areas are readily available. The Job holder oversees all aspect of the accounting and is involved in the supervision and management of general accounting activities, analysis, business partnership, and the maintenance of effective internal controls while ensuring statutory compliance in all accounting initiatives.

The Job holder is responsible for the day-to-day aspects of the business's accounting and reporting functions and he/she reports directly to the Finance Director who takes responsibility over the entire financial department. He/she is additionally expected to work with other finance departmental heads in deciding on complex modelling of the business's financial approaches that cut across the entire business and the group at large.

The job holder will supervises the work of the Accounts Payables and Receivables and that of an Account Assistant. He/she is responsible for the delegation and supervision of work within the section. This includes keeping track of all activities that fall within this department, ensuring that deadlines are being met and checking the quality of work being produced.

The job holder will be responsible for ensuring the company's financial obligations are met to the suppliers and that all proceeds of sales due to the company are received in a timely manner. The job holder will plays a key role in the production of the monthly management accounts by the 5th of each month and other ad-hoc reports necessary for the improved Management Information System. The job holder plays a lead role in recruitment, management, development and assessment of the members of the Accounts Section.

### **Key deliverables (Essential duties and responsibilities)**

- To monitor and review the operations of the Accounts Section to ensure that the company's financial affairs are being handled responsibly within budget and that the section is responding promptly on client accounts.
- To build and maintain closer relationships with key clients ensuring greater understanding of financial systems and the resolution of any problems swiftly and amicably.



- To support the production of the monthly management accounts of the company by the 5th of each month and other ad hoc reports necessary for the improved Management Information System.
- To support yearend audit by providing necessary schedules and information requested by the auditors
- To oversee the performance of contracts in SAP to ensure that performance meets the minimum requirement of the suppliers and the customers.
- To recruit, assess, manage and develop a team within the Accounts Section which can carry out the tasks of the Section and is motivated to achieve personal development within the company.
- To assist The Finance Director on all day to day activities relating to Accounting and finance

*The duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all inclusive. This job description is subject to review to ensure that it truly reflects the strategic direction requirements of Longulf.*

### **Person Specifications**

- A qualified CIMA/ACCA Accountant (with at least 5 years related experience in managerial duties)
- Experience of working in trading company
- Experience of preparation of Financial and Management Accounts
- Experience of SAP B1 computerised accounting systems
- Advanced Excel spreadsheet skills
- Very flexible and able to learn new things
- Good attention to details and ability to resolve problems and providing solution to complex issues
- Track record of managing team and getting the best of the employees within the team
- Excellent written and verbal communication skills, capable of working with people at all levels within and external to the business
- Ability to build respect with managers by understanding the detail of the business
- Ease with complex and technical regulations that affects accounting and tax