

Job Description

Position:	Financial Controller (6 Months+ Fixed Term Contract)
Directly reports to:	Finance Director
Direct Reports	N/A
Regularly interacts with:	FD, Company Secretary, Office Manager, Executive Chairman, Marketing Manager, HR Manager, COO, Sales Team, External Advisors, CFO in Sweden, CyanConnode team and advisors in India
Primary location:	Cambridge
Travel requirements:	Infrequent travel to overseas offices plus supporting commercial discussions/negotiations as and when necessary
Role description:	<p>Delivery of an effective finance and accounting function for a rapidly growing Stock Exchange (AIM) listed business</p> <p>Ensure the accuracy and integrity of the Group's accounting records and financial systems and controls, while working closely with sales and engineering functions to provide commercial support across the company</p> <p>Opportunity for career progression as CyanConnode expands</p>
Primary responsibilities will include:	<ul style="list-style-type: none"> • Preparation of statutory accounts and interim/annual reports • Prepare for and supervise year-end audit process including consolidation of group accounts • Prepare monthly management accounts & Board report (with KPIs) • Prepare time recording and costing summary for discussion at Board level • Day to day accounting tasks (using Sage Line 50) such as balance sheet reconciliations, open supplier accounts, payments etc • Ensure accounting records capture sufficient details to enable R&D tax claims to be competed • Preparation of financial budgets to support business plan • Cashflow planning & treasury management • Manage relationships with banks, auditors and accountants in UK and overseas • Customer contract profitability analysis & reporting • COGS & inventory accounting, including gross margin analysis • Sales, revenue & gross margin reporting to VPs and to support commission calculations • Working closely with and supervising financial reporting produced by overseas group companies • Assisting commercial negotiations on bids and supplier contracts • Work closely with procurement team to help support and advise on negotiations with suppliers
Experience and skills required:	<p>Considerable Post Qualification Experience gained within a commercial environment (technology company desirable)</p> <p>In depth knowledge of Sage Line 50</p> <p>Consolidation of figures submitted in different currencies and general experience of international businesses (India desirable)</p>

	<p>All round knowledge and experience of delivering an effective finance and accounting function</p> <p>Financial Reporting (knowledge and experience of IFRS desirable)</p> <p>Business modelling using Excel</p> <p>Excellent oral and written communication skills</p> <p>Ability to articulate and confidently address finance issues and relate these to the business</p> <p>Working knowledge of corporate taxation; experience in preparation of R&D tax credit calculations</p> <p>Experience working in a dynamic and fast moving start-up company desirable</p>
Personal attributes:	<p>Strong analytical skills and attention to detail</p> <p>Commercial awareness</p> <p>Able to liaise confidently with all levels of the organization</p> <p>Self-starter; self-motivated</p> <p>Able to work independently</p> <p>Flexible</p> <p>Well organized</p> <p>Conscientious</p> <p>Works well under pressure and ability to meet deadlines</p> <p>Comfortable working in a dynamic work environment</p>
Working environment:	<p>Open plan office adjacent to A14 with access to private meeting rooms and private car parking</p>
Qualifications:	<p>PQE (ACA/ACCA/CIMA) or demonstrate necessary experience</p>
Benefits:	<p>25 days annual leave</p> <p>Private health insurance plan (currently BUPA)</p> <p>Pension scheme with employer contributions</p> <p>Life cover (3 x salary)</p> <p>Share options</p>
Date document compiled:	<p>22nd September 2017</p>

This Job Description, along with any set half yearly objectives, form the basis of the position and will be used to manage the employee who carries out the role. In addition or as an alternative to the 'normal' responsibilities as described, the employee may from time-to-time be required to undertake, on a temporary or regular basis, additional duties within their capabilities as the needs of the Company's business may require.



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