**We are seeking high quality candidates for Finance Manager position.**

**Job Type: Permanent.**

**Hours: 37.5 (negotiable).**

**Closing date for applications: 12 noon 8th July.**

NNFCC is a strategic consultancy offering business services to clients in the bioenergy, biofuels and biobased products industries. For over 18 years our expertise and experience has enabled clients to make informed business decisions and develop sustainable business strategies.

To continue our professional business offer we are seeking to recruit an enthusiastic high calibre Finance Manager.

Reporting to the Managing Director you will be responsible for all financial matters associated with running an SME service business. The role comes with a focus on improving efficiencies within the company’s financial processes and systems.

The position offers the opportunity to work in a friendly team of qualified professionals committed to supporting the development and implementation of sustainable technologies and projects.

Key responsibilities:

* Payroll (UK and Eire).
* Month end management accounts pack, including P&L and commentary
* Drafting of quarterly Board finance report and commentary
* Balance sheet control and maintenance of Xero finance system ledgers
* Monthly P&L forecasting updates
* Annual budgeting and annual review of pricing of consultancy services
* Statutory accounts and Corporation Tax return coordination with external accountants.
* Sales invoicing, credit control/chase overdue debts when required.
* Purchase invoicing
* Working closely with the commercial team to review and develop processes.
* VAT returns and payments.
* Management of company banking facilities and payments to all creditors
* Manage pension and healthcare schemes.
* Manage financial reporting on grant funding research projects including UK and EU programmes.
* Management of NNFCC subscribers
* Foreign currency exchange.

Skills, Experience & Qualification needed

* Accountancy qualification (ACA, ACCA, CIMA) or QBE
* Experience of finance forecasting, planning, and monitoring.
* Organised and able to manage a wide range of tasks and responsibilities.
* Strong communication and interpersonal skills and able to advise the Board and Management Team.
* Advanced Excel knowledge and experience.
* Interest on continuous process improvement and development (experience of system implementation is an advantage).
* Experience of financial reporting on public grant funded research projects would be an advantage,

Salary and Benefits:

* We offer a base salary between £37,000-£47,000 relative to experience.
* Flexible working policy.
* 25 days annual leave plus bank holidays (pro-rata).
* Private pension scheme - 7% employer & 5% employee (minimum)
* Healthcare cash plan.
* Bonus (based on company performance).

Applications should be received in writing (by post or email), including a covering letter and full Curriculum Vitae, to:

**Email:**  recruitment@nnfcc.co.uk

**Or post to:**The Office Manager
NNFCC Limited
Biocentre, York Science Park, Heslington,
YORK, YO10 5NY