

## **JOB DESCRIPTION**

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| <b>A. JOB TITLE:</b> | <b>Assistant Finance Manager</b> |
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| <b>B. REPORTING TO:</b> | <b>Finance &amp; Operations Manager</b> |
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### **C. INTRODUCTION TO VERITAPE LTD**

Veritape provides powerful call recording software, and PCI-DSS compliance solutions. Our clients are a wide range of industry-leading organisations such as Photobox, Travelodge and Jaguar. Our clients benefit from significant staff and efficiency savings of up to 30% through implementing our solutions.

Veritape helps these organisations make significant cost savings by recording the hundreds and thousands of live conversations received through their telephone systems, and then allowing them to interrogate these calls to generate business intelligence. Essentially, we act as our client's telephone search-engine.

Our software is paid-for through a low-risk rental model. We are more cost-effective than any traditional hardware solution.

New in-house developments mean that Veritape is at the leading edge of providing PCI-DSS compliant solutions; allowing customers who take card-payments over the phone to continue to do so within the stringent guidelines.

Veritape is a privately-held company based in Manchester. Veritape has an IT office in Manchester (the head office), and a smaller operations office in St Albans. Our sales staff work from their homes, across the country.

More information is available at [www.veritape.com](http://www.veritape.com).

### **D. PURPOSE OF THE JOB**

The role is focussed on carrying out and assisting in the core financial processes of the company, along with the some other operational and HR processes. The tasks are currently performed by other members of the business.

The role is vital to the continued smooth operation of Veritape, and it will be necessary to interact with all parts of the business (sales, marketing, IT, senior management).

This role will evolve over time, and an integral part of the job is to continually seek to make improvements to the core processes to free time to spend on other areas of the business.

### **E. WORKING HOURS AND SALARY STRUCTURE**

Veritape is looking for somebody to work approx 15 hours per week over 2 or more days a week. However, because of some changing roles within the business, there is potential for this to increase over time. There is also potential for adding additional responsibility to this role, based on a successful applicant's skills.

The remuneration structure will be a base salary plus a small performance-based bonus. Full details can be obtained by emailing [recruitment@veritape.com](mailto:recruitment@veritape.com).

### **F. LINE / BUDGET MANAGEMENT RESPONSIBILITIES**

There are no line management responsibilities at present.

## **G. TASKS AND RESPONSIBILITIES**

Veritape's existing finance team works on the types of activities listed below. Depending on the skills of the successful applicant (as well as potential changes in roles for other finance staff), the following tasks may be introduced to the role immediately, or over a period of months.

| <b>Accounting, financial management and management reporting</b>  |
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| <ul style="list-style-type: none"><li>• Manage the monthly and quarterly invoicing and Direct Debit processes. Managing enhancements to the systems based on customer feedback and changing business processes. Also managing adhoc invoices.</li></ul>                                   |
| <ul style="list-style-type: none"><li>• Debt management – chasing and collecting outstanding customer invoices. Reviewing the processes and making improvements where appropriate</li></ul>   |
| <ul style="list-style-type: none"><li>• Credit checking of potential and existing customers</li></ul>   |
| <ul style="list-style-type: none"><li>• Suppliers – Payment of invoices, setting up new suppliers, managing credit terms and providing reports to them as appropriate.</li></ul>  |
| <ul style="list-style-type: none"><li>• Run the monthly payroll system, ensuring all deductions and additions are dealt with correctly, including SMP/SSP and childcare vouchers</li></ul>  |
| <ul style="list-style-type: none"><li>• Monthly bank reconciliation</li></ul>   |
| <ul style="list-style-type: none"><li>• Preparation of regular financial reports and returns (VAT, P35 annual returns, Companies House returns, etc). Reviewing the processes and making improvements where appropriate. Ensuring there is a sound filing/record-keeping system</li></ul> |
| <ul style="list-style-type: none"><li>• Expenses – authorisation, monthly checking and processing. Review the process where applicable.</li></ul>   |
| <ul style="list-style-type: none"><li>• Assistance in the preparation of year end accounts</li></ul>  |
| <ul style="list-style-type: none"><li>• Review the company &amp; office insurance policies regularly</li></ul>  |
| <ul style="list-style-type: none"><li>• Manage staff Childcare vouchers, Ride-to-Work bicycle scheme, and other similar programmes</li></ul>  |
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| <b>Office and personnel management</b>  |
| <p>§ Personnel administration: support the recruitment of new staff, prepare induction packs and set up induction programmes, monitor staff holidays and sick leave, authorise staff expenses, maintain staff files</p>   |
| <p>§ Travel arrangements/bookings</p>   |
| <p>§ Stationery ordering and stocking</p>   |
|   |
| <b>Advancement/Future</b>   |
| <ul style="list-style-type: none"><li>• There are additional opportunities within the business, and if these fit the successful applicant's skills, the role and package will be further tailored as appropriate.</li></ul>   |

## H. PERSON SPECIFICATION

| Criteria required for the role        | Essential   | Desirable   |
|---------------------------------------|---|---|
| <b>Skills &amp; knowledge</b>         | <p>Excellent book keeping skills.</p> <p>Basic IT literacy (proficient with Word, Outlook, PowerPoint, web browsers).</p> <p>Conversant with spreadsheets (including formulae) or databases/queries.</p> <p>Capable of working independently and as part of a wider company team.</p> <p>Strong communication skills.</p> <p>Excellent organisational skills.</p> <p>Excellent telephone skills.</p> <p>Good standard of literacy and numeracy.</p> <p>Ability to prioritise tasks and deliver to a deadline.</p> | <p>Prior knowledge of completing VAT returns and other HMRC reports</p> <p>More advanced IT literacy - able to demonstrate skills in areas such as advanced use of spreadsheets (pivot tables, lists, formulae), processing large lists/data by using databases, or reporting tools.</p> <p>Ability to prepare monthly financial and sales reports.</p> |
| <b>Experience</b>                     | Proven track record in an operational finance role.   | Experience of process improvement.  |
| <b>Disposition</b>                    | <p>Responsible, professional, trustworthy.</p> <p>Flexible and able to adapt to changing circumstances.</p> <p>Logical, methodical, structured thinker.</p>   |   |
| <b>Technical &amp; qualifications</b> | Some form of accountancy training or qualification.   | ACCA/CIMA/ACA or part qualification   |
| <b>Circumstances</b>                  | Able to occasionally (3-4 times per year) travel to any UK location for 2-3 days.   | Able to occasionally (3-4 times per year) travel to our Manchester office for 1-2 days.   |
| <b>Location</b>                       | Within commuting distance of St Albans.   |   |