**Finance Manager**

**About the Company:**

*[Introduce your company]*

**Job summary:**

We are seeking an enthusiastic **Finance Manager** to join our team. The role will be varied with the expectation of taking on significant ad hoc financial and operational duties that fall outside of a traditional finance role.

**Roles and Responsibilities:**

* Oversee financial statements and review management accounts, and audit for the firm.
* Manage expenses, budgets and financial planning for the firm.
* Documentation and critical review of processes, and systems in an effort to improve efficiency.
* Responsible for the firm’s daily operations, banking and payments.
* Manage financial and tax related matters for the firm.
* Responsible for maintenance of financial records and files for the firm.
* Responsible for maintenance of records for compliance documentation and disclosure.
* Liaise with relevant depositories, auditors, tax advisors and administrators to ensure smooth running of all funds.
* Have a thorough understanding of the company's current ventures and potential investments.

**Qualifications:**

* Qualified Accountant (ACA/ACCA or equivalent).
* Highly organized with strong attention to detail.
* Results-oriented with the ability to thrive in a fast-paced environment.
* Self-starter with exceptional communication skills, attitude & work ethic and can lead and manage work tasks independently.
* Confident to work closely with senior management and external advisors and will have the skills and the ability to quickly build relationships within their team and across departments.