



Operational Finance Lead

Role Brochure



my finance function



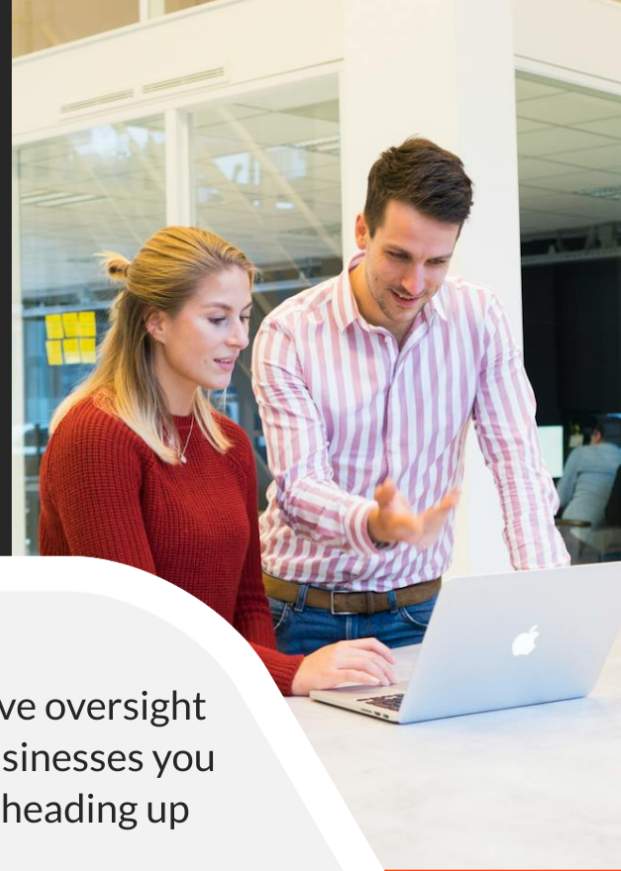
Welcome to My Finance Function

Our purpose at My Finance Function is simple: to provide a full finance function to owner-managed businesses to create a cost saving compared with hiring an in-house finance team.

We are blazing a trail in the accountancy industry in the way that we operate, and our primary focus is being a genuinely vital part of our clients' businesses by operating as an extension of their internal team, and working closely with them to provide the absolute best advice.

We don't operate as a traditional accountancy firm, but our foundations are built upon all of the same qualities.

Day-to-day walkthrough of the role



As one of our Operational Finance Leads, you will have oversight and responsibility for a portfolio of clients, whose businesses you will ultimately get to know inside-out, as if you were heading up their internal finance team.

You will benefit from managing a team of part-qualified and training accountants who will deal with the processing of daily operational finance tasks for clients in your portfolio, under your direct supervision. It will be your responsibility to ensure that your clients' accounts are always kept up-to-date, as they will rely on us to do so to enable them to make real-time business decisions.

Each month you will prepare a management information pack for clients in your portfolio - typically comprising a P&L, Balance Sheet, Cash Flow Statement, forecasts and projections, and a concise and useful executive summary. You will have the freedom to build out and tailor these management reports in any way that is most valuable and useful for each individual business.

Organising regular meetings with the clients in your portfolio to discuss their accounts and their general business will be essential, and they will ultimately turn to you as their first port of call for any conversations related to the business' finances.

**Attention to
detail**

**Confident and
personable**

**Commercial
thinking**

Candidate profile

The ideal candidate will have a genuine interest in improving the overall finance function for businesses, and have the drive to want to deliver the best possible service and advice for our clients to help them grow.

A concrete understanding of basic bookkeeping processes and a solid understanding of full accounts preparation are the technical skills which will be necessary to enable you to play a role in the preparation of management accounts for presentation in a format which is practical and valuable for each client.

The ideal candidate will also have an appreciation for the fact that best-in-class service delivery is our primary focus, and that the service MFF delivers to its clients should be outstanding in all areas, particularly in terms of responsiveness and communicability.



Essential skills & knowledge

- Conscientious and organised, must be able to prioritise and organise workload to work to tight deadlines
- Confident and personable
- Hard-working, trustworthy and diligent, must have good attention to detail and take pride in presenting accurate work
- Ability to apply commercial thinking, and having an understanding that your advice should have more depth than just talking directly about the numbers
- Must be numerate and have good literacy and general communication skills
- Tech-proficient – must be confident and comfortable learning and using new software and accounting-related apps
- Proficient in the use of general bookkeeping software – Quickbooks, Xero, Sage, etc
- Had experience using invoice-entry software – Dext, Apron, etc

Desired qualifications & experience

- ACA/ACCA qualified or very-nearly-qualified with 4+ years' experience within an accountancy practice.
- Experience in managing a team of accountants, and experience in managing a portfolio of clients having had responsibility for their requirements and deadlines.
- Full UK driving licence.

Duties will include



- Oversight and responsibility for a portfolio of clients who require fully outsourced operational finance and financial reporting.
- Preparation of both P&L and Cash Flow forecasts, and scenario planning for clients in your portfolio.
- Managing a team of part-qualified accountants who will deal with the processing of daily operational finance tasks for clients in your portfolio.
- To be able to identify opportunities to increase the efficiency of our clients' accounting processes, or our own internal processes.
- Ensuring that accounting records are complete and up to date on a regular and timely basis for the clients which you are involved with.
- To prepare monthly/quarterly management information for a portfolio of clients for presentation in a timely manner.
- To identify opportunities to recommend accounting products to our clients – eg, if they have employees who regularly submit expense reports, is there an app which can deal with this more effectively?
- Liaising with clients in person and via email, telephone and video calls when necessary.

Role overview, remuneration & benefits



Contract length:	Permanent
Hours of work:	37.5 hours per week, 8:30am to 5:00pm Monday to Friday
Location of work:	Our head office is based in Nottingham City Centre. Occasional travel to clients' premises will be required
Starting salary:	Circa £40,000-£45,000 pa
Holiday allowance:	Enhanced holiday entitlement of 33 days pa
Other benefits:	Subsidised City Centre parking Company-wide trips to industry events Regular Company-wide team social events Office closure over Christmas period



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The opportunity

We're forward-thinking and innovative; we're not just any old accountancy firm.

Our unique model affords our people the experience of an industry accountant, whilst being underpinned by the support of an ICAEW accountancy practice.

Ready to be part of something different? Let's shape the future of accountancy together.

How to apply

To apply for this role, please send your CV and cover letter to: info@myfinancefunction.com.

