

We are a small fast-growing company with 3 main property holdings which are in various stages of development for tourist based accommodation and related activities. We are now making the transition from being development (construction) led to tourism. The business therefore embraces construction, accommodation, hospitality, retail and catering in the North Pembrokeshire / Ceredigion area.

Financial Controller – Job Description

Location – Cardigan, Ceredigion

Duties:

- Maintenance of accounting records for all companies within the group
- Preparation of occasional interim management accounts
- Year end accounts
- Quarterly VAT returns
- Monitor all businesses within the group
- Report to the owner on trends
- Control of cash flow
- Control the payment of suppliers
- Collection of rents
- Negotiate insurance and utilities contracts
- Help develop new systems for our tourism business
- Create and manage employment contracts
- Oversee payroll
- Manage CIS verification, payments and reporting
- Deal with queries relating to Employment Law

Qualifications and experience required:

- Excellent understanding of general bookkeeping and double entry – essential
- Current and extensive use of Sage Line 50 accounting software – essential
- Current and extensive use of Sage Payroll software - essential
- Extensive experience of Microsoft Excel and Outlook – essential
- Extensive experience of Microsoft Word – desirable
- Part or fully qualified ACCA (this role does not offer study leave) - essential
- Experience of the property sector- desirable
- Knowledge of HMRC Construction Industry Scheme – desirable
- Good administration and communication skills - essential

Hours of Work – This appointment is full time. Normal office hours are from 9.00am to 5.30pm Monday to Friday.

To apply for this post please send your CV, with a covering letter detailing your salary expectation and period of notice required by your current employer, to:

Recruitment, Teifi Quayside Ltd, No. 1 Cambrian Quay, Cardigan, Ceredigion SA43 1EZ or email to jobs@coldatnight.co.uk. If emailing, please enter the job title in the subject line.

Closing date for applications is Friday 6th November 2009.