



Job Description

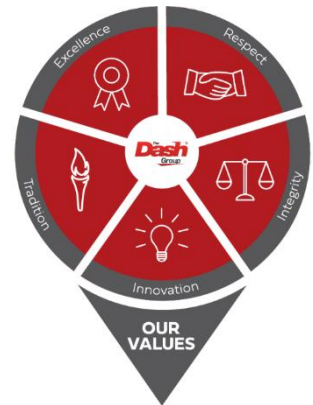
Job Title – Finance Manager

Reports to – Head of Finance

Pay – £40,000 to £50,000 per annum

Based: Head Office, Redruth.

Employment Type: Permanent, full-time.



Role Purpose

Reporting to the Head of Finance, the Finance Manager is responsible for the day-to-day operation of the finance function across our family-owned, multi-site business. The role ensures accurate financial records, effective financial controls, procurement administration and purchasing compliance, supporting operations across logistics, vehicle solutions, fulfilment and e-commerce.

Working within a growing business of more than 200 colleagues and a projected turnover of £34m, the Finance Manager will oversee transactional finance activities, reconciliations and finance processes, ensure timely, accurate and well-controlled financial management while supporting the wider operational needs of the business.

Key Responsibilities

Transactional Finance and Ledger Management

- Oversee purchase ledger, sales ledger, credit control and debt collection activities.
- Maintain customer and supplier accounts, ensuring transactions and records are processed accurately and on time.
- Resolve account and invoice queries while maintaining accurate ledger balances and reconciliations.

Financial Control & Reporting

- Support month-end processes, including reconciliations, accruals, prepayments, depreciation and journals.
- Maintain fixed asset and stock records and investigate financial variances where required
- Produce accurate financial information and support management reporting requirements.

Email contact@thedashgroup.co.uk *Telephone* 01209 313130 *Website* www.thedashgroup.co.uk

Systems, Processes & Procurement

- Maintain and improve finance and procurement processes, controls and approval procedures.
- Support system development, data accuracy and integration between accounting and operational systems.
- Oversee supplier onboarding, purchase order administration and purchasing controls.

Team Leadership

- Supervise and support members of the finance team.
- Provide guidance on accounting processes, controls and reconciliations.
- Promote a culture of accuracy, accountability and continuous improvement.

Cash Management & Compliance

- Manage banking activities, payment processes and direct debit administration.
- Support payroll, PAYE, pension administration and VAT submissions.
- Assist with year-end preparation, audits and statutory reporting requirements.

Operational Finance Support

- Support managers with cost, revenue and margin analysis.
- Provide financial insight to support operational performance and decision-making.
- Assist with analysis across labour, fuel, maintenance, subcontractor and overhead costs where required.

What We're Looking For

- Strong experience in transactional finance, reconciliations, financial controls and month-end processes.
- Part-qualified, qualified by experience or professionally qualified accountant.
- Experience supervising or supporting finance team members in a busy finance environment.
- Strong organisational skills with excellent attention to detail and the ability to manage competing priorities.
- Confident using accounting systems, financial data and reporting tools to maintain accuracy and improve processes.
- Practical, collaborative and solutions-focused, with the ability to support both finance colleagues and operational managers.
- A proactive approach to improving controls, efficiency and financial processes.

Key Measure of Success

- Accurate and timely month-end reporting.
- Strong financial controls and compliance.
- Reduced aged debt and effective cash management.
- Accurate ledger, reconciliation and procurement processes.
- Positive support and development of the finance team.
- Delivery of reliable financial information to support business decision-making

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This Job Description is intended to provide an overview of the main duties and responsibilities of the role. It is not exhaustive and may be reviewed and amended in line with business requirements. You will be expected to undertake any other reasonable duties consistent with the level and purpose of the role.

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Dash Group (SW) Ltd
Barncoose Industrial Estate, Redruth, Cornwall, TR15 3RQ
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