

## Finance Manager – 9 Month Contract

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**Job Title:** Finance Manager

**Location:** Alderley Park

**Full/Part Time:** Full Time – 9 Month Contract

**Benefits Package:** £32,000- £34,000

### Company Profile

Econic Technologies is a young, highly innovative, and fast growing chemical technology company. We create new value from waste CO<sub>2</sub> for the plastics industry. Our novel catalyst technology is used by plastics manufacturers to turn waste CO<sub>2</sub> into positive economic and environmental potential. We are based in Alderley Park, Cheshire and the Heath Runcorn where we have a Customer Demonstration Facility. We develop and commercialise these novel catalyst technologies, turning scientific research into business advantage while delivering environmental gain for the benefit of all.

For more details on Econic please see our website: [www.econic-technologies.com](http://www.econic-technologies.com) and our LinkedIn page: [http://www.linkedin.com/company/econic-technologies-limited?trk=top\\_nav\\_home](http://www.linkedin.com/company/econic-technologies-limited?trk=top_nav_home)

### Job Description

We have an exciting opportunity for an experienced Finance Manager. The ideal candidate will be a self-starter who can hit the ground running building base line transactions into financial information.

### Qualifications

Professional recognised accountancy qualification ACA, ACMA, ACCA desirable  
QBE (Qualified by Experience) would be considered

### Skills & Experience

- Thorough knowledge of accounting principles and procedures.
- Experience In providing management information.
- Pro-active problem-solving ability and initiative.
- Strong attention to detail and an investigative nature
- Ability to work as part of a team and build strong working relationships, as well as independently.
- SAGE Accounts Professional experience and strong Excel skills required

## **Roles and Responsibilities**

- Processing and paying all company invoices and credit notes, making domestic and international payments and setting up payment reminders
- Staff salary, pension & benefits payments and liaison with payroll bureau
- All HMRC payments including PAYE VAT etc
- Control all aspects of the financial accounts including bank reconciliations and VAT returns ensuring all financial transactions are correctly recorded and anomalies investigated.
- Credit control – making sure all customers remain in terms, ensuring daily sales invoices are raised correctly.
- Stock – Controlling and reconciling stock movements
- Carry out all processes on Sage Professional, ensuring accurate nominal coding and smooth running of weekly payments.
- Posting of month end journals, managing the accrual and prepayment schedules ensuring accurate month end reporting
- Management of Fixed Asset schedule, depreciation and capex calculations
- Communicate key events, variances, opportunities and risks with CFO and Management Team.
- Manage the smooth running of the accounts Audit, creating full reports and analysis of company financial data, in conjunction with the CFO and Auditors
- Develop internal relationships required for Finance to fulfil its duties.
- Develop external relationships with appropriate contacts, e.g. auditors, solicitors, bankers and statutory organisations such as the Inland Revenue.
- Comply with all Econic, company policies and Health and Safety procedures

## **Eligibility and Expectations**

- In order to qualify for this position, you will need to be authorised to live and work in the UK.
- You must have respect for others and a commitment and enthusiasm for high standards and continuous improvement.
- At Econic Technologies we value diversity. We are an equal opportunities employer and welcome employees who meet the requirements of the job, regardless of gender, ethnic origin, disability, age, religion or sexual orientation.

### **Important information regarding your application:**

Please note that we will not be confirming receipt of applications.

**Please include in your application confirmation of your consent for Econic to hold your information and personal details for recruitment purposes. Applications without consent will be discarded.**

With regard to an application the procedure outlined will be followed:

- Econic will keep records of your application strictly for recruitment purposes.
- Any recruitment documentation will be kept for 12 months following the job position being filled.
- The successful candidates' recruitment documentation will be kept in accordance with Econic's Internal Personal Data Policy.

If you wish for your information to be removed from our records before that date, please contact our Data Protection Manager, Mrs. Laurence Menhinick via [enquiries"at"econic-technologies.com](mailto:enquiries@econic-technologies.com) stating "Personal information removal request" in the title of your email, or by writing to us at Econic Technologies Ltd, Block 19S, Alderley Park, Macclesfield, Cheshire SK10 4TG.

**To apply for this role in the first instance please forward your CV with a cover letter to: [jobs@econic-technologies.com](mailto:jobs@econic-technologies.com) the deadline for application is 5th March 2020**