

RxAccelerate

FINANCE MANAGER

ABOUT RXCELERATE

The RxAccelerate group is an out-sourced drug development platform, and is one of the fastest growing companies in the UK. Our client base ranges from virtual biotech companies all the way up to 3 of the top 15 global pharmaceutical giants. We design and deliver complete drug development programs and project management for our clients spanning from an idea up and including Phase II clinical studies.

RxAccelerate currently has an excellent opportunity for a Finance Manager, the role working within The Cambridge Partnership department, reporting to the CFO. The role is based at the beautiful Babraham Research Campus.

THE ROLE

The successful candidate is to:

- Process all financial transactions - purchase, expenses, and payroll for the portfolio companies
- Reconcile bank accounts and assist with other balance sheet reconciliations
- Assist with the month end close process, and ad hoc requests for financial reports
- Provide cover for the above processes for the RxAccelerate Group for holidays and sickness

KEY ACCOUNTABILITIES

Purchase Ledger

- To ensure all supplier invoices/credit notes are processed and paid in a timely manner
- To ensure all queries are handled effectively
- To ensure that all purchases follow the standard purchase invoice approval process
- To process supplier invoices/credit including:-
 - Review coding of invoices/credits notes into MYOB/Xero and to query if necessary
 - Ensure correct project accounting for all purchases
 - To ensure correct authorisation is obtained in accordance with limits and budgets set
 - To process supplier payment runs by bank transfer in a timely manner in accordance with the terms agreed with the supplier
 - To reconcile all supplier statements on a regular basis and where necessary request copy invoices

Process and system improvements

- Responsible for actively searching for improvements in the efficiency and effectiveness of processing, reporting and analysis
- Workflow of purchase invoices/credits notes
- Responsible for creating new beneficiaries in Barclays Online Banking and seeking authorisation of these

Payroll

- Processing of monthly payroll information for the portfolio companies
- Dealing with starters, leavers, and NIC deferments
- Liaising with the payroll provider and solving queries
- Payment of net pay and PAYE

Bank Accounts

- Entry of bank payments on to Barclays online banking system
- The downloading of information from the online banking system and reconciliation thereof

Support/Cover

- To provide first line support on supplier queries e.g. non payment of invoices, payment requests, disputes over invoices

Financial accounting

- The reconciliation of a number of Balance Sheet control accounts on a monthly basis
- Preparation and reconciliation of a number of UK bank accounts on a weekly basis
- Transmission of bank payments on a regular basis (at times a daily process)
- Creation and posting of the monthly journals e.g. deferred costs, accruals, payroll, prepayments, goodwill, etc.
- Preparation and filing of VAT returns for portfolio companies

Expense claims

- To ensure that expense claims are processed, examined and paid in a timely manner
- To ensure that all queries are handled efficiently
- To ensure that all expense claims have sufficient documentation to support the claim e.g. receipts
- The review and correction of specific items within each expense claim:
 - VAT status
 - Expense categorisation
 - Currency and exchange rate
 - Personal expense flags

Measures of Success

- Processing and payment of purchase invoices within timescales
- Reconciliation of Balance Sheet control accounts on a monthly basis
- Preparation and reconciliation of UK bank accounts on a weekly basis
- Dealing with queries in a timely manner

Essential Competencies, Knowledge, Skills and Experience

- Confident communicator able to communicate with stakeholders, verbal and written
- Good understanding of UK tax rules and HMRC legislation (VAT, PAYE, reverse charge VAT) to ensure the company adheres to current legislation.
- Demonstrable experience of working within an accounting environment processing invoices
- Basic knowledge and understanding of accounting principles
- Computer literate with working knowledge of Microsoft Excel

RxCelerate offers a competitive salary with an annual bonus scheme and company benefit package.

Interested applicants should send a cover letter, outlining how you meet the requirements above, and curriculum vitae in PDF format to sarah@rxcelerate.com. Informal enquiries can also be directed to this email address. Only applicants based in the UK and EU need apply. No agencies please.

The closing date for this role is 31st January 2019, with interviews to be held mid February 2019. No agencies, thank you.