



## **Finance Manager Based in Hove, United Kingdom**

### **The Company:**

An exciting opportunity has arisen for an experienced Finance Manager to join one of Europe's leading and award-winning Cyber Security consultancies. This new role is a vital part of our rapidly expanding team. Responsible for strategic analysis and for the collection and preparation of accounts, the Finance Manager will report directly to a Board Director and will have an opportunity to advance and have a strong voice in the strategic direction of our growing company.

You will be joining a group of highly skilled professionals in an established, respected IT Security company with a loyal customer base internationally. ZeroDayLab is a vibrant and progressive company with an agile team that is passionate about what we do and an office culture that is one of dynamism and strong teamwork, in a relaxed but demanding environment. Our service delivery mantra: Consistency, Quality, On Time, Every Time and In Budget.

Competitive salary and bonus package is on offer to the right candidate. This includes our EMI Share Option Scheme, Pension and much more. The successful candidate will be based in our Hove office for this permanent role with ZeroDayLab.

### **Job Spec:**

Reporting to the Finance & Operations Director, the key areas of your position with us will be daily financial management, planning, forecasting, margin analysis and ensuring all information is up to date and accurate, as well as understanding the day to day constraints of managing the finances in a business environment. You will need to be an enthusiastic person who is self-sufficient, trustworthy, and dependable as you will be an integral part of the management team and will be asked to assist in driving the success of the business. You must be able to work to deadlines and complete tasks accurately and efficiently.

### **Roles and Responsibilities:**

Financial Reporting:

- Cash Flow Forecasts
- Monthly Sales Reporting
- Monthly Profit and Loss
- Keeping forecasted figures current
- Individual project margin analysis
- Gross margin analysis
- Accounts Receivable collections – ensuring our positive cash flow
- Spotting client trends via analysis
- Formulating strategic and long-term plans



#### General Accounts:

- Customer Invoicing
- Supplier Payments
- Banking Reconciliations
- Quarterly VAT
- Companies House Annual Returns
- Expenses Reconciliation
- Supplier and Customer Invoice Queries
- Maintain financial ledgers
- Working with our accountant for year-end books/corporation tax
- Keeping abreast of changes in financial regulations and legislation
- Conducting reviews and evaluations for cost-reduction opportunities

#### Payroll:

- Processing Monthly Payroll
- Calculating Sales Commission
- Pensions Payments
- Bonus Payments

#### **Key Candidate Criteria:**

- Must be completely proficient in using Xero accounting software
- Proficient with Excel
- Proven experience in a small and/or medium business environment in Finance
- Ability to work independently and confidentially
- Organised and detail oriented – with an 8:30-5:30 Mon-Fri schedule
- Must have an accountancy qualification – Accountancy degree / AAT Qualified or studying towards CIMA/ACCA

The successful candidate will need to provide suitable references and will be required to have background clearance checks, employment will be subject to the results of this screening. In the first instance, please provide your current CV and contact details to Adam Ryan, ZeroDayLab Talent Acquisition Manager at [aryan@zerodaylab.com](mailto:aryan@zerodaylab.com). For further information, please visit [www.zerodaylab.com](http://www.zerodaylab.com).

