

## Employment Opportunity – Finance Officer



### Overview:

Architrail Velosolutions UK Ltd. (a partnership between Architrail and Velosolutions) are looking to interview suitable candidates in preparation for an upcoming position in the company. The role is a part time position with a 2 month probationary period. We are based on North Street in Bristol.

**Job Title:** Financial Controller

**Expected Start Date:** As soon as possible

**Salary Bracket:** £30,000 – £40,000 pro rata

### Staff Perks:

20 days annual leave pro rata

Enviably industry discounts with Bike manufacturers and clothing and kit companies, including Fox, Hope, Team Uniform supplied

**Typical Hours:** 20 hours per week, ideally as 4 hours every weekday.

### Job Description:

We're on the hunt for a really key member of staff. We need an all round small company accountant to be our Financial Controller, who will understand all aspects of our small finance function here at Architrail Velosolutions. You will have overall responsibility of Finance and cash flow for our business. The role requires flexibility given the requirement to perform basic transactional tasks as well as financial strategy. Experience within the construction industry would be beneficial given the industry specific tasks that we are required to perform, including CIS, retention and DRC VAT.

We use Xero software for accounting and PayDashboard for payroll. In terms of the team, you would be working directly with our Construction Manager and our current Finance Manager, although she will be stepping back from finance responsibilities, once you are settled. You will report directly into the Director of the business and we hope you will foster a strong relationship with the top tier of management here.

### Duties:

- Generating sales invoices
- Maintaining sales ledger
- Managing expenses reconciliation
- Implementing an internal approval process on large purchases (Internal PO system)
- Implementing internal profitability review on all jobs
- Implementing a job number system
- Working alongside the external book keeping team and answering queries for quarterly VAT returns
- Maintain purchase ledger alongside external book keeping team
- Creation of remittance slips to suppliers when we pay their bills
- Liaising with external payroll team on temporary hours for the month

### Note

We have an external book keeping team and they also produce half yearly management accounts, they manage our payroll, complete and file VAT returns and complete our CIS paperwork.

We use PKF Accountants for our year end accounts and current financial strategy and they advise on CIS when required.

### Qualifications:

- **Essential**
  - AAAT Level 3 + or Qualified by experience

**Desirable Competencies and Attributes**

- Keen interest in Mountain Biking, Pump track or Skateboarding or a love of the outdoors.
- Full UK Driving licence
- Motivated, conscientious and a strong problem solver.
- Punctual and reliable
- Enjoys working as part of a small team

**Closing date** – June 25<sup>th</sup> 2021

Interested candidates should request and send a completed application form to [sophie.abrahams@velosolutions.com](mailto:sophie.abrahams@velosolutions.com)