

Finance Manager

HGA (UK) Ltd

Darach House, Stoneyfield Business Park, Inverness IV2 7PA

Salary – Negotiable with experience.

Part Time - 19-22.5 hours per week with the option for hours to be flexible over 3-5 days.

Location - Hybrid office and remote working.

We are seeking to employ a Finance Manager to join our office team with proficiency in MS Office and accounting software (Quickbooks or similar). Previous experience is essential along with knowledge of processing accounting transactions and principles. Experience of Finance Administration is required.

Responsibilities will include:

- Oversee and maintain Sales and Purchase Ledgers
- Payment of invoices and expenses
- Monitoring bank transactions and balances and reconciliation of monthly statements.
- Payroll, PAYE and Pensions
- Preparation and submission of VAT returns and liaison with HMRC
- Liaise with Accountant as required
- Run financial reports

Knowledge of accounting regulations and procedures.

Excellent attention to detail and accuracy when dealing with figures.

Strong communication skills are also required.

Please send a covering letter and your CV to ian.will@hgagroup.co.uk