

# Financial Controller

## Applications

Online:

<https://www.energybolting.com/careers>

Email:

[jobs@energybolting.com](mailto:jobs@energybolting.com)

[WWW.ENERGYBOLTING.COM](http://WWW.ENERGYBOLTING.COM)

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Energy Bolting is a customer centric manufacturer of special fasteners, machined components and associated products to global energy industries.

This is an excellent opportunity to work for a growing and prosperous business.

### **Company Values**

Service culture - Commitment to quality - Measurable results - Trusted partnerships

**Job Title:** Financial Controller

**Location:** Enterprise Drive, Four Ashes, Wolverhampton, WV10 7DF

**Hours:** 8:30am - 5:30pm with one hour lunch break, Monday-Friday.  
Full Time & Part Time Considered

**Salary:** £30,000-£40,000 PA - Negotiable depending upon relevant experience.

**Start Date:** Immediate

**Holiday:** 22 days plus statutory bank holidays.

### **Principle duties and responsibilities**

- Sales ledger management, including sending out sales invoices, posting invoices on Xero, credit control, dealing with customer queries and disputes, liaising with legal team and issuing credit notes.
- Purchase ledger management, including posting invoices and credit notes on Xero, reviewing invoices against purchase orders, payment of purchase invoices, checking supplier statements and dealing with supplier queries.
- Reconciliation of bank transaction in Xero and processing bank payments and receipts and making bank payments.
- Preparation of payroll information for outsourced payroll team, reviewing and processing employee expenses and dealing with employee queries.
- Month end procedure, including reconciliation of all balance sheet items, processing management journals, production of draft management accounts and attendance at management meetings representing finance.
- Managing taxes with HMRC, ensuring payments are made accurately and on time.
- Reviewing credit rating of key customers and key suppliers.
- Liaising with and reporting to the Directors.

### **Skills, experience and qualifications**

- Qualifications accepted include AAT, CIMA, ACCA and ICAEW as well as qualified experience.
- Previous Financial Controller role experience essential.
- Experience with Xero accounting software is ideal but not essential.
- Able to work as a part of a team.
- Professional attitude.
- Able to demonstrate initiative and provide solutions to problems.

