

WE'RE HIRING!

MANAGEMENT ACCOUNTANT

OUR VISION

We are radio people who make a difference. In the spirit of integrity and passion, the Finance Team are committed to excellence in financial information and reporting to support every part of our business, people and customers. We pay the bills, reward and reimburse our people and work with our customers to receive payment to us. Our mission is to do all this with the highest accuracy and efficiency to support all our teams to deliver the very best results on air, on their personal and customer targets and on our company P&L.

YOUR MISSION

Your mission is to support the success of our radio stations by preparing the management accounts for our nine locations across the UK. You will do this with a positive attitude, willingness to engage and develop people at all levels with strong communication, a great eye for detail and the Excel skills of a wizard. You will be on a career mission to complete your accountancy qualifications which we will support every step of the way.

- Preparation of monthly management accounts in line with group reporting deadlines, including journal posting.
- Liaison with local management on their P&Ls including variance analysis
- Preparation and reconciliation of Balance Sheet control accounts
- Preparation of year end audit file and assistance of auditors
- Assistance in Board reporting and other management reports
- Preparation & submission of quarterly and annual Industry Returns
- Preparation & submission of National Statistics returns.
- Income reconciliations agreeing to the profit and loss accounts
- Additional ad hoc tasks that are reasonable for an individual of your level
- Identifying potential process and system improvements and implementing changes as agreed with the Finance Controller

YOUR EXPERIENCE

You will need to be smart, bold and engaging and be able to display our company values in the work you do; Bravery, Integrity and Passion. You should be as passionate about working in radio as we are.

- You will be CIMA Part-Qualified or equivalent with a willingness to continue and complete your accountancy qualifications with us
- You will have a minimum 2 years' experience working in a Management Accounts position
- Advanced Excel Skills
- Knowledge of Great Plains would be useful
- You'll need excellent communication to be able to explain financial information to staff at all levels
- You will be structured and organised in your approach to work and meeting strict deadlines
- You can work successfully on your own and as part of the team
- Motivated, forward thinking and flexible in your approach
- Always up for a fresh challenge and changes

YOUR LOCATION

You will be based at the Communicorp UK head office in Manchester.

YOUR TEAM

You will report to the Head of Finance.

YOUR PACKAGE

- Monday to Friday 0900 – 1730
- Competitive salary plus bonus
- 25 days holiday

To apply, please email your CV, cover letter to people@communicorpuk.com

FINDKEEPGROW

COMMUNICORPUK

WE'RE HIRING!

CREDIT CONTROLLER

OUR VISION

We are radio people who make a difference. In the spirit of integrity and passion, the Finance Team are committed to excellence in financial information and reporting to support every part of our business, people and customers. We pay the bills, reward and reimburse our people and work with our customers to receive payment to us. Our mission is to do all this with the highest accuracy and efficiency to support all our teams to deliver the very best results on air, on their personal and customer targets and on our company P&L.

YOUR MISSION

As a new credit controller in our expanding team you will have utmost pride in engaging with our customers and sales teams across the country to ensure that we receive payments with highest efficiency. You will be a super multi tasker and be able cover our accounts payable team in peak times and during staff holidays too. You will expertly flex your communication style to deliver the best results when engaging with our sales teams, customers and suppliers. You will do all of this with a positive attitude and winning mindset.

- You will expertly liaise with clients for outstanding debts and smash your cash collection targets
- Build strong relationships with sales executives across the Group and external clients to assist with payment of invoices
- Attend monthly calls with senior managers to discuss outstanding queries
- Liaise with company solicitors on outstanding legal queries
- Posting and allocation of cash within the Finance system
- Production of month-end invoice run
- Production of client statements each month
- Ensure payments are received as agreed for all 'pre-pay' customers
- Process daily cheques and credit card payments for ledger
- Accounts payable cover for holidays
- Additional ad hoc tasks that is reasonable for an individual of your level

YOUR EXPERIENCE

You will need to be smart, bold and engaging and be able to display our company values in the work you do; Bravery, Integrity and Passion. You should be as passionate about working in radio as we are.

- You will need a minimum 2 years' experience working within a Credit Control team
- Experience of purchase ledger and electronic expense systems
- Good excel skills
- Excellent attention to detail
- You'll have the professional expertise and flexibility to ensure every customer has an enhanced and seamless experience
- Strong communicator
- Structured and organised
- Motivated, forward thinking and flexible in your approach
- Not adverse to challenge or change

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FINDKEEPGROW

COMMUNICORPUK

WE'RE HIRING!

HEAD OF FINANCIAL TRANSACTION PROCESSING

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YOUR MISSION

This is a top new role in our team which oversees the financial transaction operations of our Company covering accounts receivable, accounts payable, VAT, banking, car fleet as well as payroll input. You will lead and inspire a team of four people to deliver nothing short of excellence for our business, people and customers. You will do this with a positive attitude, willingness to engage and develop people at all levels with strong communication, a great eye for detail and the Excel skills of a wizard.

- You will love being hands on with your finance team; motivating, coaching and developing them to fulfill their potential and do ideas, relationships and results better than anyone else
- Report weekly cash collection updates to the Finance Controller and COO
- Produce weekly debt reports to distribute to senior managers and sales executives
- Provide support to the accounts receivable team in the preparation of collection reconciliations
- Responsible for authorising customer orders which requires close liaison with both the customer and the individual sales teams
- Processing of customer credit applications and credit levels
- Liaison with company solicitors on outstanding legal queries
- Responsibility for raising manual invoice / credit notes
- Attendance at monthly calls with senior managers to discuss outstanding queries
- Reviewing of BACS and ad hoc Payments
- Cash and credit card management
- Preparation & submission of quarterly VAT returns
- Management of the Company car fleet and HMRC returns
- You will work with our People team to complete the initial payroll process and stage 1 checking
- Preparation and submission of annual P11D and PSA returns
- Identifying potential process and system improvements and implementing changes as agreed with the Finance Controller
- Additional ad hoc tasks that are reasonable for an individual of your level

YOUR EXPERIENCE

You will need to be smart, bold and engaging and be able to display our company values in the work you do; Bravery, Integrity and Passion. You should be as passionate about working in radio as we are.

- Minimum AAT qualified
- You will have hands on experience of managing and motivating a small team
- Experience of working within accounts receivable & accounts payable
- Advanced Excel skills
- You'll have knowledge of current VAT compliance requirements
- You will have working knowledge of payroll practices and legislation
- Excellent attention to detail
- You'll need strong communication skills and be flexible in your style with different people
- You will be structured and organised in your approach to work and meeting strict deadlines
- Always forward thinking in your approach to people and processes
- Always up for fresh challenges and changes

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