

JOB DESCRIPTION

DEPARTMENT: Financial	REPORTS TO: General Manager / Head of Finance UK
JOB TITLE: Finance Manager	Date: November 2023

Summary:

Overall management of the financial accounting function for SEA Canada, including administration and maintenance of the Purchase & Sales Ledger - Process invoices/credit notes to and from Customers and Suppliers and produce month end reports/data.

Responsibilities:

1. Financial Reporting

- Providing financial reporting of SEA performance via P&L, Balance Sheet and supplementary financial schedules for monthly balance sheet reviews
- Provision of financial accounting expertise, practical knowledge and technical understanding of relevant accounting standards and their application within SEA's business
- Management of the business ERP system in terms of financial ledgers, chart of accounts, financial calendars, year-end roll over, financial mapping

2. Purchase & Sales Ledger

- Issue all invoices/credit notes to the customer
- Raise journals as required to maintain a tidy ledger
- Track customer payments and liaise with Project Support/Managers when necessary to ensure outstanding debt is kept to a minimum
- Maintain up to date invoice payment forecasts for cashflow reporting purposes for invoices issued
- Post cash receipts and any associated bank charges
- Bank cash/cheques received
- Assisting in the annual and half year financial audits
- Monitoring the purchase ledger inbox to ensure all received invoices are approved, and processed
- Completing three-way match checks to ensure supplier invoices are correct
- Handling any purchase invoicing queries from suppliers and colleagues



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- Completing the month end control account reconciliations and required reporting
- Processing expenses and credit cards

3. Business Partnering

- Meet with Budget holders to review in month and forecast spend, work with the Budget holders to continually monitor and look for improvements
- Work with budget holders to provide a quarterly forecast and annual budgets along with longer terms strategic projections

4. Continuous Improvement

- Ongoing review of financial process and engagement in other areas to challenge the efficiency and value add of all process steps, recommending and taking appropriate responsibility to implement incremental process improvements.
- Automation of current processes to optimize ERP solution.

5. Compliance

- Ensure documents are reviewed by the Board and filed in accordance with statutory regulations
- Work with external accountants and tax advisors as required

Individual requirements:

- University degree in accounting or finance
- A CPA designation is preferred
- 3 years financial management experience within a manufacturing environment
- Strong interpersonal skills and ability to build good working relationships across all business areas

