

# JOB DESCRIPTION

## FINANCE MANAGER



<b>Job title</b>	Finance Manager
<b>Reporting to</b>	Head of Office Operations
<b>Job location</b>	Hybrid (home/Ipswich office min. 2 days a week)
<b>Employment status</b>	Permanent, Full-time

### ABOUT US

The **DPO Centre** is a data protection compliance consultancy formed in the UK in 2017. We provide outsourced Data Protection Officers, privacy consultancy services and GDPR representation to over 600 organisations globally. The DPO Centre group consists of The DPO Centre Ltd in the UK, The DPO Centre Europe Ltd in Dublin and The DPO Center B.V in The Netherlands, together with a network of representation offices throughout the 27 EU Member States.

### OUR CULTURE

Our mission is "*To inspire and develop one remarkable team, that delivers the extraordinary*", which supports our '#OneTeam' philosophy. Contact with the other members of our team will be frequent, as are the opportunities for team social activities. This therefore not only fulfils our commitment to exchange knowledge, share experiences, improve our processes and constantly improve on the best practice framework employed with our clients, but also to ensure that our new recruits quickly become integral to our motivated, sociable, and connected team.

### WHY JOIN THE TEAM?

We offer the opportunity to work in a dynamic, varied and challenging role, alongside a group of like-minded and motivated professionals, within a structured, organised and coordinated team.

As a learning organisation, we provide training, shadowing opportunities and personal development to our employees.

### OUR PEOPLE

Within The DPO Centre family we have bakers, skaters, bike riders, avid readers, ultra-runners, budding photographers, keen travellers amongst others. Our team comes from all corners of the world, New Zealand, Argentina, Mauritius, Mexico, South Africa to name a few. Please see for yourself on [our team](#) page.

### COMPENSATION

- £40,000 + Benefits
- 10% bonus scheme (non-contractual)

## BENEFITS

- Pension scheme
- 25 days annual leave + Length of service accrual
- Wellbeing and electric vehicle schemes
- Personal development
- Additional information on our [benefits](#)

Further details on The DPO Centre and our existing team can be found at [www.dpocentre.com](http://www.dpocentre.com)

## CANDIDATE PROFILE

First and foremost, The DPO Centre is a service business. We look only to work with proactive, motivated, enthusiastic, customer driven, commercially aware team players, who can clearly demonstrate a passion for what they do and therefore offer an ideal fit with our core values, mission and culture.

To support our continued growth, we require a Finance Manager.

As Finance Manager, you will be carrying out a wide range of tasks for finance and client services, so excellent communication and interpersonal skills are required. The role involves working with systems such as Xero, Scoro, Hubspot, and Trello, to name but a few.

You will need to be an enthusiastic team player who is well presented, articulate and has excellent written and non-verbal communication skills. You will be an outstanding organiser and have the capacity to manage and prioritise tasks received from multiple sources.

You will be highly computer literate with demonstrable experience of organising, structuring, prioritising and planning and have a keen eye for detail. The post is office-based in Ipswich, Suffolk.

You must enjoy working as an integral member of our team but also be capable of managing your own workload to deliver high quality work that meets expectations and deadlines. We operate a relaxed, fun and sociable work environment, but with a constantly pressured workload where we remain resolutely focussed on delivering the highest possible standards of client service.

This role is based in our Ipswich office, with a balance of hybrid working.

## DUTIES AND RESPONSIBILITIES

- Carrying out regular financial reports, both on systems and spreadsheets
- Close monitoring of the company's financial invoicing system to ensure all invoices are accurate and sent in a timely manner
- Responding to and resolving any client invoicing issues
- Responding to and resolving any queries from our UK or European accountants
- Regular monitoring of the company's financial credit control and taking appropriate action where required

- Creating end-of-month deferral reports
- Analysing the P&L to ensure accuracy of postings
- Review the P&L against budget
- Managing the Purchase Ledger and arranging for payment runs to suppliers to be made
- Supporting analysis of time management system data (Workflowmax/Scoro)
- Management of PO process

#### **General**

- Providing cover for other office staff roles during absence and holidays
- Support with general administrative tasks to support the office

## **PERSON SPECIFICATION**

#### **Education**

- A degree level qualification, however experience in a finance/accounting role is more valued than qualifications

#### **Personal:**

- An enthusiastic 'people person' and team player
- A willingness to learn, work hard, contribute to the team and develop new skills
- Ability to work independently as well as part of a team
- Ability to be able to handle multiple ongoing tasks with various deadlines and priority levels

#### **Required skills**

- Highly organised, structured, disciplined with exceptional attention to detail
- The ability to work under pressure and prioritise multiple activities
- Exceptional time management skills to manage your time and meet deadlines
- Excellent written, verbal and non-verbal communication skills
- Advanced knowledge and experience of using Microsoft Office applications, especially Excel
- The confidence to propose new and improved processes and effect positive change

#### **Desired skills**

- Working knowledge of Xero and other accounting software programme

#### **Career Progression**

- Team leadership > Senior Management

## **HOW TO APPLY**

Email your CV and application to [recruitment@dpocentre.com](mailto:recruitment@dpocentre.com)

Click [here](#) to view our Recruitment Candidate Privacy Notice.

Click [here](#) to view The DPO Centre benefits.