



Financial Operations Associate

Role Brochure



my finance function



Welcome to My Finance Function

Our purpose at My Finance Function is simple: to provide a full finance function to owner-managed businesses to create a cost saving compared with hiring an in-house finance team.

We are blazing a trail in the accountancy industry in the way that we operate, and our primary focus is being a genuinely vital part of our clients' businesses by operating as an extension of their internal team, and working closely with them to provide the absolute best advice.

We don't operate as a traditional accountancy firm, but our foundations are built upon all of the same qualities.

Day-to-day walkthrough of the role



You will work as part of a team who is responsible for a portfolio of clients, whose businesses you will ultimately get to know inside-out, as if you were an essential part of their internal finance team.

It will be your responsibility to ensure that your clients' books and records are always kept as up-to-date as possible and are ready for their management information pack to be prepared after the end of each month.

Each month you will draft a management information pack for clients in your portfolio - typically comprising a P&L, balance sheet, cash flow statement, financial forecasts, and a concise and useful executive summary.

You will be afforded the freedom to devote an ample amount of time to each business you work with, to ensure that you can contribute to MFF delivering a high-quality level of service.

This role is very much a unique and exciting blend of traditional accounting practice responsibilities and an industry finance role.

**Attention to
detail**

**Confident and
personable**

**Commercial
thinking**

Candidate profile

The ideal candidate will have a genuine interest in improving the overall finance function for businesses, and have a drive to want to deliver the best possible service and advice for our clients to support and help them grow.

A concrete understanding of basic bookkeeping processes and a solid understanding of basic accounts preparation will be necessary to enable you to play a role in the preparation of management accounts for presentation in a format which is practical and useful for each client.

The ideal candidate will also have an appreciation for the fact that best-in-class service delivery is our primary focus, and that the service MFF delivers to its clients should be outstanding in all areas, particularly in terms of responsiveness and communicability.



Essential skills & knowledge

- Conscientious and organised, must be able to prioritise and organise workload to work to tight deadlines
- Confident and personable
- Hard-working, trustworthy and diligent, must have good attention to detail and take pride in presenting accurate work
- Ability to apply commercial thinking, and have an understanding that your advice should have more depth than just talking directly about the numbers
- Clear written and verbal communication, especially when dealing with client queries
- Must have a solid understanding of accounting principles and be confident in preparing management accounts from bookkeeping records
- Must be numerate and have good literacy and general communication skills
- Tech-proficient – must be confident and comfortable learning and using new software and payroll-related apps

Desired qualifications & experience

- AAT qualified or equivalent with 3+ years' experience within an accountancy-based role
- GCSE's in English and Maths at Grade 5/B or above
- Full UK driving licence

Duties will include

- Inputting accounting data from invoices and receipts using software such as Dext
- Assisting with transaction confirmation and reconciliation using software such as Quickbooks and Xero
- To research and learn to effectively implement & use the accounting softwares which are available in the market which may be of use to our clients
- To subsequently be able to identify opportunities to increase the efficiency of our clients' bookkeeping processes or our own internal bookkeeping processes using such software
- Ensuring that accounting records are complete and up to date on a regular and timely basis for the clients which you are involved with
- To carry out the monthly/quarterly bookkeeping responsibilities for a portfolio of clients, including processing invoices and expenses, bank reconciliations, VAT reconciliations and accounting journals.
- As an extension of this, to prepare monthly/quarterly management information for a portfolio of clients for presentation in a timely manner
- To identify opportunities to recommend accounting products to our clients – eg, if they have employees who regularly submit expense reports, is there an app which can deal with this more effectively?
- Liaising with clients in person and via email, telephone and video calls when necessary



Role overview, remuneration & benefits



Contract length:	Permanent
Hours of work:	37.5 hours per week, 8:30am to 5:00pm Monday to Friday
Location of work:	Our head office is based in Nottingham City Centre. Occasional travel to clients' premises will be required
Office-based, hybrid or remote:	Office-based
Starting salary:	Salary range £30,000 - £35,000 pa
Holiday allowance:	Enhanced holiday entitlement of 33 days pa
Other benefits:	Subsidised City Centre parking Company-wide trips to industry events Regular Company-wide team social events Office closure over Christmas period



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The opportunity

We're forward-thinking and innovative; we're not just any old accountancy firm.

Our unique model affords our people the experience of an industry accountant, whilst being underpinned by the support of an ICAEW accountancy practice.

Ready to be part of something different? Let's shape the future of accountancy together.

How to apply

To apply for this role, please send your CV and cover letter to: info@myfinancefunction.com.