

Reporting to: Head of Finance
Location: Guildford
Salary: £50,000 - £60,000 dependent on experience
Hours: Full time, fixed-term for 12 months (maternity cover)

Direct Reports:

- Accounting & purchase ledger team of 3
- Payroll team of 2
- Revenue & member services team of 6

Person Specification:

- Qualified Accountant ACA/ACCA/ACMA/CIMA
- Proven ability to produce monthly management accounts and reporting packs
- Ownership of the company's financial reporting package – Financial Force
- Strong commitment to the company's educational goals
- Multi site location business experience is beneficial
- Desire to work for a fast growing, entrepreneurial, PE backed business
- Highly organised and an excellent planner
- Ability to communicate well across the business and with finance team members
- Team player – able to work in partnership with the Finance team and heads of department
- Coach and develop all members of the finance team
- Good interpersonal skills and willing to make a positive contribution to the company's culture

Overview of Role / Key Responsibilities:

- **Management of the finance team and review of the monthly financial statement close process:**
 - Purchase ledger, nominal ledger, bank reconciliations, control account reconciliations
 - Member billing, debt collection and revenue accounting
 - Month end consolidation, including FX accounting
 - Ensuring delivery of the monthly management accounts within 8 working days
 - Corporation Tax, PAYE/NI and HMRC regulatory matters and returns
 - Monthly cash flow forecasting

- **Development of the financial accounting team** – organisation of the finance team, weekly team meetings, appraisals and developing the capability of individuals and the team as a whole.
 - **Payroll** – working with the payroll team and people functions, managing the part time and full time pay cycles as well as assessing options to “in house” payroll from our current outsourced provider.
 - **Processes and systems**
 - In conjunction with the financial accounting team and FP&A Manager, helping to plan the evolution and development of the general ledger system;
 - In conjunction with the Business Process Manager and revenue team, helping to roll out a new membership system, including migration of all existing centres and development of new processes to ensure these are optimal as the company grows.
 - **Record keeping and files** – ensuring that record keeping and filing of key documents is of the highest order – including statutory books, leases, SDLT returns and Land Registry returns for all centres.
 - **Treasury and Taxation** – preparation of quarterly tax forecast, POA, reviewing PSA return, liaising with the bank, reviewing loan and interest payments, managing capex facility drawdowns.
 - **Compliance** – overseeing compliance with all statutory and regulatory requirements including year end process, preparation of complex statutory disclosures, liaising with auditors, filing statutory accounts and highlighting legislative changes which impact the company.
 - **Financial controls** – further developing financial controls to ensure close financial management whilst allowing the business to thrive and prosper.
- Other – performance of any other duties reasonably required by the FD.

About Explore Learning:

Explore Learning is an award winning tuition provider designed to support 4-14 year olds with their maths and English skills. Our mission is to nurture fearless learners, and to be the best possible complement to a child’s school education. We have supported over 275,000 children across 144 centres in the UK and six in the US, and working with us means joining an ambitious, people centred, conscientious company, named the 2nd Best Big Company to work for by the Sunday Times for the past two years.

Please send your CV and covering letter to craig.light@explorellearning.co.uk stating why you would like to work for us and how you feel your strengths would suit the role.

