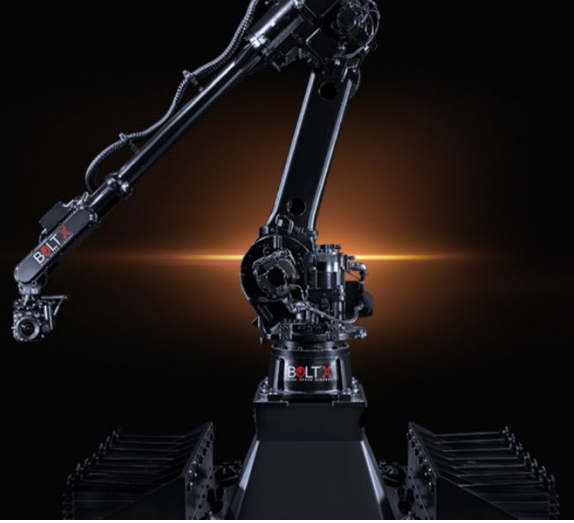


Mark Roberts Motion Control

Head of Finance



Location	Blindley Heath, Surrey, RH7 6JP
Reporting To	Chief Operations Officer (COO)
Contract Type	Permanent, Full Time
Salary	Depending on experience

THE ROLE

An experienced and fully qualified **Head of Finance** is required to head the Finance Division of Mark Roberts Motion Control - award winning company in Robotic Camera and Motion Control equipment. Mark Roberts Motion Control is a Group Company of Nikon Corporation.

MAIN RESPONSIBILITIES AND TASKS

Accounting

- Manage process of monthly management accounts and cost centre reports for MRMC
- Complete monthly, quarterly and year end accounts in accordance with the published timetable. This includes specific responsibility for the Tokyo Packages and associated supporting schedules.
- Produce MRMC financial commentary and present at monthly exec meeting.
- Ensure stocktakes are carried out efficiently and accurately, as and when required, with timely publication of the results for management use and review.
- Ensure accounting records, manual and computerised are accurately maintained to satisfy MRMC, Nikon, legal, audit, tax and customs requirements.
- Manage annual audit and timely completion of statutory accounts obtaining Director's authorisation as appropriate.
- Weekly cash flow forecasting.
- Ensure compliance with local UK GAAP and/or IFRS, as applicable.
- Handle the accounting of employee cash/foreign currency/advances in an efficient manner.
- Carry out regular (monthly) and ad hoc petty cash foreign currency counts.
- Handle all insurance and other reporting matters for MRMC
- Submit insurance claims for lost or damaged items and pursue recovery of sums due.
- Lead bottom-up forecast process, with input from Division heads for all budgets, forecasts and Five-Year Plans.
- Complete divisional reporting
- Review receivables regularly with the accounting staff and advise Directors of any significant problems.
- Develop reports to enhance sales and production performance.

Tax

- Ensure compliance for Corporation tax, PAYE settlement, P11D returns with authorisation by COO if required.
- Monthly VAT returns, Intrastat and EC Sales report review & submission to H. M. Customs & Excise.
- Deal with VAT inspections.

Capital Expenditure

- Manage the Fixed Asset Register and Asset Summary accurately and update regularly to reflect asset acquisitions, disposals and movements within the company. Produce the associated depreciation schedules as required.
- Prepare and consolidate Capital Expenditure and Depreciation budgets, forecasts and Three Year Plans as required.

Systems

- Maintain the ERP accounting system, including efficient application of year end procedures and the regular review of the system's integrity with specific regard to its interface with the Service Systems.
- Develop ERP and Excel reports as necessary or as requested on a timely basis. Liaise with the ERP consultant depending on the complexity of the report.

General

- Provide efficient support to other departments within the company on administrative and accounting matters.
- Present financial results at monthly management meetings.
- Submit monthly sales data to the Office for National Statistics (ONS) and quarterly data for capital expenditure, annual data for services, international trade, annual inward foreign direct investment.
- Payroll

Level of Authority/Discretion

- Manage accounts receivable in line with company guidelines.
- Treasury activities, including funds deposit/borrowing and currency management in line with company guidelines.
- Approve authorised invoices and expenses for payment.
- Amend entries in ERP as necessary and effect the financial closing in line with company guidelines.
- Deposit excess funds and manage petty cash.
- As BACS security contact confirm BACS files transmission/make BACS file withdrawal request as necessary.
- Review and authorise Bank payments up to authorised limit and dual authorise higher amounts as required.
- Act on behalf of COO in Financial matters in his absence.

SKILLS AND EXPERIENCE

- Experience in Manufacturing preferred
- Recognised accountancy qualification e.g. CIMA, ACA, ACCA
- Thorough knowledge of UK accounting (e.g. IFRS) and Taxation regulations
- Advanced Excel skills.

- Be flexible and supportive to non-accounting staff providing solutions to requests that comply with legal and accounting compliance
- Ability to manage staff including qualified accountant
- Ability to manage business customer in financial and accounting matters - sometimes this may involve challenging customer expectations in areas of credit limits/payment terms.

SKILLS AND EXPERIENCE REQUIRED

Experience	<ul style="list-style-type: none"> – Proven experience in a Finance Manager role or equivalent; professional accountancy qualifications also required
Personal Skills	<ul style="list-style-type: none"> – Excellent interpersonal skills & ability to build relationships – Ability to work with on multiple tasks under time pressure – Understanding of working in European and Global environments – Good balance between delegation and handling tasks/projects, leading by example

THE COMPANY - MARK ROBERTS MOTION CONTROL

We are a robotics company doing some serious hardware and software engineering. By robots we mean 6+ axis robotic arms, large multi axis rigs and 2-3 Axis camera platforms. Our products are used globally in Broadcast studios, Stadiums, Movie Sets and Photography studios to capture motion and stills.

MRMC has been at the front of its field for over 50 years. Starting off as a family business, we are currently a medium sized business thriving and growing bigger every year. MRMC is a Nikon Group Company.

WHAT WE OFFER

Our success is only possible because of the team effort from everyone and we recognise the individual input of each person throughout our design and manufacturing process at MRMC.

Benefits:

- Flexitime
- Management Bonus scheme
- Ample parking
- Private medical insurance for you and your family
- Optical, Dental and Audiological cashback for you and your family
- Cycle to Work Scheme
- Electric Vehicle Subscription Scheme
- Nursery Discount Scheme
- Company Events

If you apply online for a position with Mark Roberts Motion Control, we will use the information you provide to assist in the recruitment and selection process. Information provided on the application form and CV will be retained in all cases in electronic format cases and/or hard copy for as long as is required for the purposes of: the administration of your application, consideration for roles in the future, forming the basis of your employment records, if your application is successful, discharging any legal or regulatory requirements. Mark Roberts Motion Control will process your personal data in accordance with our Privacy Policy which can be found on our web-site. If you need more information on how long your data is kept for, which varies, depending on a stage of recruitment you've gone through, please contact us and we will provide relevant information.

By submitting your application/CV online you are confirming you have read and accept the above and you are giving your consent to MRMC to process your personal and sensitive personal data for the purposes explained above.