

## **Deeson Job Scorecard**

### **Finance and Operations Manager**

*To be responsible for the financial, legal and operational matters of the company. To provide support to enable the effective delivery of the company's day-to-day business operations.*

#### **Values**

Generosity - Ambition - Curiosity

#### **Outcomes**

##### **1. To deliver effective day-to-day financial management for the company**

- a. To ensure financial processes including payroll, expenses, invoicing, VAT and other transactional activities are delivered accurately and on time.
- b. To ensure the company's accounts in the Xero system (sales and purchase ledgers, profit & loss, balance sheet etc) are up-to-date and accurate.
- c. To instigate and complete discussions with external specialist suppliers and agencies as required to fulfil the outcomes for this role (eg banks, accountants, payroll providers, HMRC, Valuations Office)
- d. To maximise the value of periodic R&D tax credit claims for the company
- e. To oversee the accounts payable and credit control processes to ensure that there are no overdue invoice payments
- f. To produce financial reporting and forecasting as required for directors and leadership team

##### **2. To ensure the company remains compliant with its legal obligations at all times**

- a. To ensure the company complies with the Companies Act 2006 and all other relevant legislation relating to the operation of a UK limited company
- b. To ensure the company complies with its legal obligations relating to data protection (DPA, GDPR etc)
- c. To identify and highlight any changes to relevant legislation relating to the company's business to the directors

##### **3. To provide general operational support to the company**

- a. To oversee the company's compliance with ISO27001 standards to ensure the company's ISO27001 certification is maintained, including ensuring the incident record is up-to-date at all times

- b. To manage team member on-boarding and off-boarding processes
- c. To be accountable for the successful delivery of one-off special operational projects - eg refurbishment of offices

**4. To provide finance and operational support to other Deeson companies**

- a. To ensure financial processes including payroll, expenses, invoicing, VAT and other transactional activities are delivered accurately and on time.
- b. To ensure company accounts in the Xero system (sales and purchase ledgers, profit & loss, balance sheet etc) are up-to-date and accurate.
- c. To instigate and complete discussions with external specialist suppliers and agencies as required to fulfil the outcomes for this role (eg banks, accountants, payroll providers, HMRC, Valuations Office)
- d. To maximise the value of periodic R&D tax credit claims as needed.
- e. To ensure companies comply with the Companies Act 2006 and all other relevant legislation relating to the operation of a UK limited company