

About Us:

iSite are a fast-growing digital agency that delivers innovative and data-driven solutions for clients across various industries. We are looking for a detail-oriented and experienced Finance Manager to join our team. This is a fantastic opportunity for someone passionate about finance and eager to play a key role in the growth of an exciting SME.

Role Overview:

As the Finance Manager, you will be responsible for overseeing key financial operations of the company, ensuring efficient financial management and supporting strategic decision-making where required. You will work closely with the senior management team, offering expert advice and guidance.

Key Responsibilities:

- **Financial Reporting & Analysis:** Prepare monthly, quarterly, and annual financial reports, ensuring accuracy and compliance with accounting standards.
 - **Budgeting & Forecasting:** Develop and manage budgets, cash flow forecasts, and financial projections to support business growth and strategic planning.
 - **Cost Management:** Analyse and monitor operational costs, identifying areas for potential savings and efficiency improvements.
 - **Accounts Management:** Oversee day-to-day financial operations, including accounts payable and receivable, payroll, and tax compliance.
 - **Strategic Financial Advice:** Provide financial advice to the leadership team, supporting decision-making for project proposals and costs.
 - **Audit & Compliance:** Manage internal controls and ensure compliance with all financial regulations and standards.
 - **Software & Tools:** Utilise financial software to streamline processes, improve reporting accuracy, and automate routine tasks.
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Skills & Experience:

- Proven experience as a Finance Manager or similar role, ideally within an SME or digital agency environment.
 - Strong knowledge of financial management, accounting principles, and budgeting.
 - Experience with financial software (e.g., Xero, QuickBooks, Sage, or similar tools).
 - Ability to analyse complex data and present it in a clear, actionable format.
 - Strong attention to detail and excellent organisational skills.
 - Payroll experience (not essential)
 - VAT
 - Excellent communication skills, with the ability to work closely with non-financial stakeholders.
 - Knowledge of tax laws and regulations relevant to SMEs.
 - ACA, ACCA, or CIMA qualification (preferred)
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What We Offer:

- Competitive salary and benefits package.
 - A supportive and collaborative work environment.
 - Opportunities for professional growth and development.
 - A chance to make a tangible impact on the business.
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How to Apply:

If you are ready to take on a key financial role in a growing digital agency, please send your resume and a cover letter outlining your experience and why you're a great fit for the role to goldie.mulholland@isitetv.com