



Position: Financial Controller
Reporting To: CEO
Status: Permanent
Salary: Competitive Basic plus benefits
Hours: Full-Time (basic hours are 9.00 a.m. to 5.30 p.m)
Based: Reading

The Company:

UTP Merchant Services Limited (www.utpgroup.co.uk) and its sister company Faster Processing Limited (www.fasterprocessing.com) are two of the fastest growing, innovative fintech organizations in the UK. Through a mixture of innovation and a focus on delivering outstanding customer service, we are committed to providing our customer base with market leading credit and debit card processing solutions.

With a customer base of over 20,000 customers, approximately £3 billion is processed across UTP's estate of credit card machines each year with many hundreds of new customers being added monthly.

The Role:

We are looking for an exceptional and motivated individual who is able to operate in a fast-paced environment and contribute to the development of the business as we continue to drive into new and exciting territories and product areas.

Reporting into the Chief Executive, the Head of Finance will be responsible in ensuring that all aspects of the Company's finance and credit control functions are operating smoothly. The role will be a hands-on role and will include the management of the finance and credit control teams. The individual will be expected to contribute to the strategic thinking of the Company and will be a key member of the management team.

Responsibilities of the Head of Finance:

- Management of the finance and credit control teams;
- Reconcile bank accounts on a daily basis;
- Monitor all elements of the accounting system including ensuring all general ledger control accounts are fully reconciled;
- Production of monthly management accounts;
- Quarterly VAT returns;
- Production of annual Financial Statements;
- Processing of commission and expense claims;
- Reconcile statements from suppliers;
- Cash-flow forecasting;
- Monitor, evaluate and forecast financial performance.



The Successful Candidate:

Will be able to evidence...

- ACA, ACCA or CIMA qualified;
- Advanced knowledge of Microsoft suite of products, especially Excel;
- Experience of Sage 50;
- Excellent interpersonal and communication skills (written and oral);
- Strong attention to detail and diligence;
- The ability to report at Senior and Board level;
- Rapidly develop a thorough understanding of the payments industry and the market sector we operate within, together with a thorough understanding of the services we have on offer;
- Living within a reasonable commute of Reading.
- Due to the nature of our business all prospective employment offers will be subject to a satisfactory disclosure from the Criminal Records Bureau in accordance with the Rehabilitation of Offenders Act 1974 and the Police Act 1997.

Note: *This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.*