



Position title: Finance Manager (Maternity cover)

Duration: 12 months

Ideal start date: 1st August 2021

Part time 30 hours across 4 or 5 days

Reporting to: Finance Director

Location: Chesham, Buckinghamshire (office-based)

Lightpoint Medical is an innovative medical device company dedicated to improving health outcomes for cancer patients through image-guided surgery. The company's products address the pressing medical need for better tools to detect cancer during surgery in order to improve clinical outcomes and reduce healthcare costs. At Lightpoint Medical we are building a world-class team to transform the practice of cancer surgery. We hire trailblazing professionals who want to make a meaningful impact. If you think this is you, join us now.

ESSENTIAL DUTIES:

- Handling all day-to day financial and accounting matters for LPM Ltd, LPM BV and LPM Inc.
- Day-to-day management of the Bookkeeper.
- Responsible for preparing monthly management accounts including P&L, BS, variance reports and reconciliation.
- Preparation of annual budget and forecasts.
- Prepare grant quarterly/yearly grant claims as appropriate.
- Project accounting and reporting to project managers.
- Cash flow forecasting.
- Managing payment of suppliers.
- Quarterly VAT returns
- Maintenance of Expensify (Employee expenses) and training of new staff.
- Maintenance of Approval max (PR system) and training of new staff.
- Prepare and provide audit information for auditors as and when necessary.
- Liaise with auditors for grant funding Audit reports.
- Ad hoc duties and projects as and when required.

REQUIRED SKILLS & KNOWLEDGE

- Qualified accountant (CIMA, ACCA, ACA)
- Minimum 5 years' experience in financial analysis, month end and year end procedures.
- High level of numeracy
- Excellent MS office skills in particular Excel
- Logical approach to work, combined with analytical and problem-solving skills.
- Organisational skills with the ability to work under pressure and to deadlines.
- Ability to explain complex financial information clearly and accurately to non-financial staff.
- Strong interpersonal skills with a "can do" attitude.
- Capacity and aptitude for working in a fast-paced, start-up environment.
- The position is based in Chesham, Bucks.