

## **JOB TITLE: Finance Manager**

**Reports to:** Financial Director

**Hours:** Monday to Friday, a total of 35 hours per week. Please note, this role is based full-time in the office.

**Salary:** £40,000 - £50,000 per annum, depending on experience.

Cordek are an established market leader in the design, manufacture, and supply of high-performance products to several niche areas in the Construction sector, having worked on iconic skyscrapers in the UK and supplied products for use in the construction of hospitals, leisure centres, houses, windfarms and film sets. Here at Cordek Limited, we are looking for an individual to join our team who shares our Company values, **Honesty, Communication and Respect**.

### **Job Summary:**

Cordek Limited are looking for a key individual to work within their Accounts team for 12-15 months as maternity leave cover (August 2025–October 2026). The successful candidate will have proven experience in finance (either AAT qualified, actively studying ACCA or qualified by experience).

### **Responsibilities:**

- Authorise payments, payroll, expenses, and approve credit facilities
- Oversee credit control and debtor management
- Lead month-end processes, including sales reporting, stock valuations, payroll, all journals, and manage Fixed Asset Register
- Prepare and review monthly Trial Balance, including P&L reconciliations and Management Accounts
- Manage VAT returns, PAYE/NI, pension contributions, and reporting
- Support annual audit, preparation of draft financial statements and budgets
- Reconcile bank accounts (including Euro account) and manage foreign currency purchases
- Provide ad hoc financial reporting and operational cover of the Accounts team as needed

### **Person Specification:**

- Proven experience in a similar role
- Intermediate to advanced Microsoft Excel skills
- Ability to work on their own initiative and prioritise workloads
- Be able to produce a set of accounts independently
- Effective at working in a team and individually
- Good communicator, capable of developing good relationships with all departments
- Strong attention to detail and accuracy
- Experience of financial or ERP systems would be a benefit
- A good understanding of all Microsoft office software

**Rewards:**

- Annual performance bonus
- Membership of the Company Group Pension Scheme after 1 years' service
- Membership of the Company Group Life Assurance after 1 years' service
- Full access to our Employee Assistance Programme (EAP)
- 25 days annual leave (excludes bank holidays)
- One day of paid Birthday leave for the purpose of celebrating their birthday
- Cycle to work scheme, save 25-39% on bikes & accessories
- Discounted gift cards, save up to 10%