



Human Resources: Job Description

Title:	Assistant to the Financial Controller & Global AR Ledger Controller
Contract/Permanent:	Permanent
Department:	Finance
Reports to:	Finance Controller / Finance Director
Salary Range:	TBD

The Company:

Martin Audio is one of the brands within the Focusrite family. Focusrite plc is a listed audio products Group that develops software / hardware products for the music generation market. There are five established lines: Martin Audio, Focusrite Pro, ADAM Audio, Novation, and Ampify. The Focusrite Group Head Office is adjacent to the Martin Audio factory, but the Group has finance functions across the globe. The businesses have performed strongly during the pandemic (www.focusriteplc.com).

Martin Audio enjoys an international reputation for supplying award winning, world class professional loudspeaker systems. It is renowned for integrity in design, technical excellence and longevity of product. Our mission is to create an exceptional sonic experience.

Martin Audio UK is situated in High Wycombe, with this site including Factory Production, Research & Development, Marketing, Sales, Service, Sourcing, and Central Functions (www.martin-audio.com).

The Martin Audio finance function is key to providing the business with best in class informational and transactional support, to further enable our fast moving, market leading products to expand our reach.

The role available is takes full responsibility for the global receivables ledgers, and will provide key support to the Financial Controller. This role would possibly suit a part qualified, looking to understand a global manufacturing business and develop their experience within a role. The receivables ledger is multi-jurisdictional, multi-currency and multi-faceted.

Essential Functions and Immediate Responsibilities

Global receivables ledger responsibilities

The below is not an exhaustive list, but is indicative of the types of task expected:

- Providing analysis of the ledger – DSO, overdues, etc
- Driving the collection performance
- Having the ability to conduct due diligence into customers – and set, change or end limits accordingly
- Being sufficiently experienced to monitor and report on credit exposure
- Willingness to engage with sales and logistics teams on order / credit releases
- Proficiency in cash flow forecasting
- Competency in group and internal cash status reporting
- Attention to detail in the preparation of statements, contras, credit notes, discounts, exchange differences, cash allocation and credit cards payments
- Preparation of month end ledger reconciliations with the ability to post relevant journals
- Comfortable working between EUR, USD and £
- Ability to approach debt recovery processes in varying jurisdictions
- Inclined to resolve account issues and queries independently
- Ready to liaise with the global sales team / sales administration
- Take responsibility for demo stock issued under invoice



Human Resources: Job Description

- Be able to perform expected credit loss analysis and provisioning calculations
- Prioritise activity in accordance with time zones
- Willing to drive loan and advance replacement management
- Able to liaise with internal and external auditors as required

Given the size of the ledger, it should be able to be efficiently managed within a 15-20 hour period per week, leaving the remaining time available to support the Financial Controller / Finance Director. The tasks involved would be likely to include:

- Deputising for the accounts payable function during leave, sickness or training
- Undertaking stock reconciliations, stock management exercises and reporting
- Analysing system stock to warehouse reports
- Leading inventory provisioning & related modelling
- Supporting in payroll processing tasks in the UK & US
- Being able to prepare VAT returns or US sales tax reporting
- Margin analysis, including for example product, PPV, IPV, exchange and freight
- Support in the preparation of Budgets and reforecasts.
- Supporting with the preparation of the monthly management accounts
- Preparation of payment runs for the UK and US businesses
- Supporting expenses analysis / processing
- Preparation of 13 week rolling cash flow forecast
- Posting ongoing journals

Knowledge, Skills, and Abilities:

- Skills sufficient to undertake the roles highlighted above
- Self starting, self motivating and keen to develop
- Intermediate or advanced Excel
- Intermediate Microsoft
- Team player
- Excellent communication skills
- Ability to commercially prioritize

Job Conditions:

You are expected to work, on a socially distanced basis, with the rest of the Finance team, in the High Wycombe facility on a full time basis 37.5 hours per week.

Hours of 9.15am to 6.00pm (require later finish due to US market), Monday to Thursday and 9.15am to 4:30pm on Friday. An hour is allowed for lunch Monday to Thursday and 45 minutes on Friday. On occasion you may be asked to work overtime, for which no remuneration will be given.

Benefits:

Comprehensive benefits package includes: Life Assurance, Income protection, Pension, Bike2work scheme, 25 days holiday increasing with length of service, substantial staff discount on company products.