

Madeaux Finance and Accounting Manager

Established in 2011, Madeaux is a Sussex-based brand designing high-end fabrics and wallcoverings, retailing to end users and wholesaling to interior designers and architects worldwide through a network of showrooms and representatives.

Madeaux creates covetable printed, embroidered and woven fabrics, producing seasonal capsule collections that are inspired by wildlife, ancient documents or vintage tapestries unearthed during the travels of our founder, chief designer and CEO, Richard Smith.

You can learn more about us at www.madeaux.com or on Instagram at [madeauxhome](https://www.instagram.com/madeauxhome).

Due to our continued expansion, we are now looking for a reliable and organised Finance and Accounting Manager to join our growing team.

The Finance and Accounting Manager will be responsible for the full range of daily, monthly, and year-end tasks from data processing, identifying incoming payments, managing invoices and purchase orders, and cash flow reporting to running month end management reports, VAT submissions, and collaborating on preparation of the end of year accounts. You will be supported by an external accountant and report to our CFO.

The role is suited to someone who can work independently, is adaptable, hands-on, and can prioritise work to create great outcomes. Likely to have previous experience as a head of an accounting team, you will have an ability to build and improve systems and processes so your Finance and Accounting Department remains fit for purpose in a rapidly growing company. A recognised accounting qualification, experience with QuickBooks and proficiency in Excel are required. You must have experience in month end and year end processes.

20 hours a week initially, with significant potential to increase. Office or remote based.

£28,000 - £35,000 Pro Rata depending on experience.

What would your day look like?

- Investigate and resolve any differences identified on bank reconciliations
- Month-end reporting activities as required
- Overseeing collation, payment and record of all invoices
- Logging invoices to financing system
- Assist the team with collection and processing of data for ad-hoc projects, likely during key times such as audits, budgeting etc
- Managing month-end close, including payroll, reconciliations and preparation of cash flow reports and financial statements for senior management
- Assist with preparation for annual accounts submission

What do we expect of you?

- Qualified accountant
- Relevant experience in a finance and accounting role, ideally in a small/medium-sized, fast-growing business
- Experience of QuickBooks
- Proficiency in MS Excel and Word
- A keen eye for detail, well organised, analytical, systematic, process-oriented
- Good communication skills
- Ability to work as part of a team and interact with the Commercial team and senior management (CEO and CFO)
- A proactive approach to work and willingness to contribute to the success and growth of the company as a whole

What can you expect of us?

- A friendly, creative and flexible culture
- Hours that suit your life and commitments
- A fast-growing organisation with opportunity to develop with the company
- A drive for continuous improvement, to which you will be empowered to contribute from day one

To apply, please send a copy of your CV together with a covering letter detailing why you think this is the opportunity for you to mark@madeaux.com.