

# between the lines

*Between the Lines Ltd is a multi-award winning, successful family run business, retailing a great range of quality gifts for all ages, greeting cards, well-being and body products, books and other unique gift products. The mission of the business is to “Celebrate the Joy of Giving”. Since 1989, Between the Lines has organically grown to 15 stores across the South East. We are now building the operational infrastructure to support future, expedited growth.*

---

## Finance Manager

As Finance Manager, you will have responsibility for all aspects of finance, from transactional processing and reconciliation through to producing management accounts, planning and analysis, liaising with professional advisers and stakeholder management. This role is not about pure finance though. It will suit someone who wishes to take an active role in the operational management of the business; someone who can work with the owners and other professionals within the organisation to build successfully on an already sustainable and successful business.

---

### The Role

- Manage the finance function
- Oversee and maintain the company ledgers
- Manage payroll, accounts payable and accounts receivable records
- Administer VAT, Corporation Tax and other returns
- Produce management accounts and analysis
- Maintain the forecast model, produce annual budgets
- Liaise with external accountants to produce financial statements
- Liaise with bank for financial reporting and monitoring
- Engage with commercial negotiations with suppliers, contract review
- Become a key and visible member of the organisation, contributing across the organisation as a whole
- Ensure appropriate internal controls and business processes are in place

### The Person

- Proven experience as a Finance Manager/Director with demonstrable sensitivity to the demands of an SME, owner managed business
- Desire to contribute to the wider organisation, not just finance
- Systems experience and proficient in MS Office
- Strong interpersonal, communication and presentation skills
- Demonstrate a passion for business

### Location, Rewards and Benefits

This is a full-time position, based in Chichester, West Sussex and an attractive salary will be offered for the right candidate, with the possibility of longer term incentives.

Paid holiday entitlement of 5.6 weeks (*incl. Bank Holidays*)

30% Staff Discount

Private Medical Health Cover (*upon successful completion of first 6 months*)

For further information or to apply, please email us via [financemanager@between.co.uk](mailto:financemanager@between.co.uk) or take a look at our careers website at [jobs.between.co.uk](http://jobs.between.co.uk)