

Position title:

Financial Accountant / Controller designate

Location: **UK Head Office, Borehamwood/
Hemel Hempstead**

Department: **Finance**

Reports to: **Mireille Epstein**

Direct reports **2**

H.E.L Contact: **Mireille Epstein**

About H.E.L and this role

Our mission at H.E.L Group is to make a healthier, sustainable, safer world for everyone. We equip scientists with the right tools and knowledge to develop safe, efficient new processes and molecules that benefit the world and its population.

Our core values are

- Being **insightful** through experience,
- Being **collaborative** by design,
- Being **tenacious** in spirit,
- Being **proud** of progress.

We operate globally with offices in London – UK (HQ), Princeton – USA, Beijing – China, Mumbai – India, and Singapore and field-based staff across our direct regions and trusted partners in distribution territories.

There are three legal entities in the UK (two holding companies and the main manufacturing / trading company), and three overseas 100% owned subsidiaries in USA, China and India which all both sell and service the UK manufactured equipment.

We are looking for a qualified financial accountant to support the group financial controller to ensure UK financial controls are adhered to and financial accounts are prepared accurately and timely.

This role is ideally suited to a recently qualified accountant wanting to gain their first managerial experience, where future progression to UK Financial Controller is within a reasonable timeframe should the candidate demonstrate the right skills and attributes.

You will work alongside an experience Group Financial Controller, with a team of two working for you and within a team that also includes another part qualified Management Accountant.

You will have responsibility for the financial accounts and controls of the three UK legal entities and are likely to get exposure to the wider international group.

Responsibilities of the role

Key Responsibilities

- Financial integrity of UK legal entities
- Credit control responsibility for the major account balances, working with and managing the sales ledger accountant
- Managing all payments out of the UK bank accounts; trade creditors, payroll and pension related costs, finance and other costs.
- Approve weekly payment runs (currently being done daily)
- Prepare payroll for HEL Ltd and HEL Group working with payroll provider
- Prepare pension payments
- Benefit select deductions – including Paycare monthly additions
- Review Credit cards expenses & approvals on concur – new card holder applications
- Cash flow forecast for the group
- Take on responsibility for UK P&L – review meetings with teams – sales / after sales / stock / etc
- R&D tax credits financial submission preparation (1 x year)
- Catch up on pension portal – old members need to be removed
- Prepare for budget files – templates & populate
- Review opex (budget vs actual) for Ltd
- Payroll reconciliation to budget by person / role
- Margin report for equipment
- SOP's – there will be more needed to be written & in other countries
- Maintenance of the fixed assets
- Reconciliation of stock accounts and preparation of stock provision required, working with production colleagues
- Liaise with external auditors as necessary

Additional Responsibilities

- Support and liaison with internal departments, intercompany, agents and clients.
- General – any other tasks as required by the department

Candidate requirements

Minimum Education and Experience

- Minimum 3 years' experience in same/similar role.
- Experience of an ERP system (Enterprise Resource Planning)
- Competent in the use of Microsoft Office (Word, Excel, PowerPoint, and Outlook) email and use of the Internet.
- Experience of SAP B1 would be an advantage

Preferable Skills and Attributes

- Excellent attention to detail needed
- Ability to develop and maintain excellent working relationships both internally and externally and will have the ability to work well within a team
- Good organizational skills
- Good written and verbal communication skills

Training provided

- Training on company business information systems applicable for role
- Health & Safety Training, as required
- On the job training

HEL Pay and Benefits

- Salary in line with Market average
- Bonus up to 10%
- Pension – Company pays in 3% after 3 months – rises to 10% after 1 year, employee contribution 5%
- 25 days holiday plus bank holidays. Ability to buy or sell 5 days holiday each year
- After 3 months, access to online benefit select portal – all staff get Cash health plan for dental and medical – other benefits such as Cycle to work or holiday trading, with access to discount portal for Gym membership & other retailers
- Death in service cover at 4x salary

Physical demands of the role

General Check all that apply

Criteria	Amount of Time			
	None	Under 1/3	1/3 – 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	x			

Weight lifting or force exertion Check all that apply

Weight	Amount of Time			
	None	Under 1/3	1/3 – 2/3	Over 2/3
Up to 10 pounds (4.5 kg)			X	
Up to 25 pounds (11.5 kg)			X	
Up to 50 pounds (23 kg)		X		
Up to 100 pounds (45 kg)		X		
Over 100 pounds (45 kg)	x			

Specific Vision Requirements Check all that apply

Ability	Required?
Close vision (Clear vision at 20 inches/ 50 centimetres)	
Distance vision (Clear vision at 20 feet/ 6 metres or more)	
Colour vision (ability to identify and distinguish colours)	
Peripheral vision (observing an area above, below, left or right while eyes are fixed on a given point)	
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)	
Ability to focus (ability to adjust eyes to bring and object into sharp focus)	