



Test, Measurement and Control Solutions for Demanding Applications

## Job Title: Finance Analyst

### Job function:

Based at Martech, Portland, the Finance Analyst is responsible for all key finance functions at Martech but works closely with the wider Coda Octopus Group finance team. The Finance Analyst is also a key member of the Martech management team, and contributes actively to the overall operational success of The Company.

Key responsibilities include processing sales and purchase ledger transactions, accounts reconciliations and analysis, month end close, accounts analysis and assisting the finance director in various accounting processes for numerous companies based in UK and abroad. As this is a Group wide role, you will also be involved in reviewing other group company accounts and processes.

As part of Martech's management team, you will assist the company with its day to day operational requirements, performance analysis, strategic planning, and provide financial input to bids and proposals. Additionally you will assist with general administration as necessary, including: purchasing, liaising with suppliers, booking-in and reconciling of goods received, and other operational requirements.

On the job training on the use of our internal Finance, IT and QA systems and processes will be provided.

### Finance Analyst Duties:

- Sales ledger: Set up customer orders; Create, send, and follow up on sales invoices, credit control ensuring all customers settle account in timely fashion.
- Purchase Ledger: Match customer invoices to purchase orders and receipts, follow up and explain discrepancies and deviations. Ensure all invoices are posted in timely fashion and produce any related reports for accruals at month end for accruals.
- VAT: Ensure input and output VAT rules and regulation are applied accurately across the board. Assist with preparing and reviewing VAT returns and gathering backup.
- Supplier statements: Reconcile statements and investigate any discrepancies or errors identified by conversing with employees and/or suppliers.
- Month end close: Calculate and post regular and ad hoc journals ; Reconciliation of all balance sheet accounts ; Review actual P&L spend to monthly budgets ; intercompany reconciliations.
- Group accounting reviews of other group company transactions & reconciliations
- Perform routine calculations to produce analyses and reports as requested by the finance director and managing director e.g. sales by region, sales by family, cost of sales by invoice.
- Assist the management team in creating financial reports on a regular basis
- Adhere to the company's financial policies and procedures
- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions.
- Purchasing; liaising and negotiating with suppliers, placing orders and progress chasing
- Goods receiving: checking and booking-in of received goods
- Invoicing and despatch: raising invoices and preparing documentation for despatch.
- General administrative tasks as necessary in the Company's day to day operations including answering the phone.

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