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## Project Management Accountant

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<b>Reporting to:</b> Finance & Operations Director	<b>Direct Reports:</b> None
<b>Department:</b> Finance & Operations	<b>Location:</b> Watford

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### Company Information

Established in 2000, Clinisupplies is a UK based medical devices company specialising in the manufacturing and marketing of products for the primary and secondary healthcare sectors.

#### *Mission*

To enhance quality of life and provide peace of mind

#### *Vision*

Access to precision medtech for every patient, globally

#### *Values*

- Agile
- Inquisitive
- Collaborative

### What do we stand for?

#### *Same on outcomes. Better on price*

At Clinisupplies, we want to make a difference in healthcare. That means understanding our customers' needs and delivering on their biggest priorities. We recognise that the NHS needs to offer quality of care and save money – that's why Clinisupplies offers products that are designed to deliver value to customers. With a strong focus on Urology, Wound & Skin care, and Wound Closure, our products and services are developed to assist clinicians and patients, with practical solutions that provide high quality outcomes at an exceptional price.

## Role Purpose

The Project Management Accountant is an exciting new role within Clinisupplies, combining key financial responsibilities with project management duties. You will be a key member of the Finance & Operations Team and will assist the Finance & Operations Director with planning and analysis to drive strategic and operational decision making. The role includes the financial elements required to support operations, delivering process improvement as well as supporting accounting functions such as statutory audit, internal audit, and financial reporting to ensure we are able to deliver our strategic priorities. As the Finance & Operations team have a commercial focus, rather than just being a group finance team, this role offers a great mix of core accounting work along with commercial project management activities and exposure to the Executive Leadership Team.

## Key Responsibilities

A summary of key areas of responsibility is as follows:

*The following provides an indication of the key responsibilities involved in this role but is not intended to be an exhaustive list of all the duties that may be required*

### Finance

- Collect and analyse finance and accounting operations data to ensure accurate recording of all financial transactions, including:
  - Accounts payable, payments and bank reconciliations
  - Expense and nominal ledger management
  - Accounts receivable, collection and debtors management
  - Recording and payment of all statutory liabilities
  - Month end and financial year end book closure
- Support any analysis required for commercial and strategic business planning
- Support in statutory audit, internal audit and consolidation audit (with parent company) across the UK and India
- Ensure financial compliance filings (such as Companies House filings) through coordination with internal subject matter experts and external advisors
- Prepare and report accounts and related management information systems to key internal and external stakeholders
- Work with cross-functional teams to develop and monitor operational metrics for various business verticals. Evaluate performance by analysing and interpreting data and metrics
- Project manage the on-going development of SAP

### Operations

- Supporting the Operations function by:
  - Continuously improving the gross margin for the business whilst ensuring products remain of high quality.
  - Supporting the Head of Supply chain to ensure our inventory is maintained at an optimal level for the entire SKU range and that new products are effectively built into the planning cycle.
  - Working closely with the Head of Supply Chain, the Commercial and Marketing teams to ensure we have a robust demand planning process in place to eliminate back order/out of stock situations.

- Assisting with the development of a customer-centric strategy with the Trade Customer Service team, focusing on trade consumer experience, process enhancement and daily performance.
- Project managing key strategic projects and analysis work across the organization as required
- Supporting due-diligence processes on the Company in coordination with legal and financial advisors

**Key Skills and Qualifications:**

- MBA or CIMA or ACCA or ACA (newly or part qualified)
- Previous experience of working in a finance and accounting role, or consulting preferred
- Project management experience, with the ability to manage workload and complete projects on time and within budget
- Experience of working cross functionally, contributing to sales and marketing strategies and new product development would be an advantage
- Knowledge of accounting policies in the UK (knowledge of International Financial Reporting Standards will be an advantage)
- Highly numerate with strong analytical skills and the ability to work through problems logically
- Excellent knowledge of MS Office, with sound knowledge of Excel and Powerpoint
- Prior experience of large-scale ERP systems implementation (Oracle or SAP implementation experience) preferred
- Good mix of strategic and operational experience, with some international exposure of working with global operations and Indian/Chinese vendors preferable
- Excellent interpersonal skills, good communicator and demonstrable examples of working collaboratively at all levels
- Ability to work in a fast-paced, hands-on environment
- Aptitude in strategic decision making and problem solving
- The ability to assess complex situations and markets to identify opportunity and risk
- Meticulous, thorough approach with great attention to detail
- Experience in medical devices / medical consumables sector preferable

Clinisupplies is dedicated to the continuous development of our employees and offer excellent career prospects for the strong candidate. We offer an attractive benefits package including a competitive salary, 26 days holiday pro-rata (increasing with service) plus bank holidays, pension, profit related pay.

Clinisupplies Limited is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

**How to apply**

If you are interested in this position, please forward your CV to [recruitment@clinisupplies.co.uk](mailto:recruitment@clinisupplies.co.uk)

Please note that in addition to the interviews there will be assessments as part of our recruitment and selection process.

Candidates must be eligible to live and work in the UK.

**No agencies please.**