



Deputy Financial Controller

Lifeplus manufactures and distributes high quality nutritional supplements direct to customers and generates new sales through referral by its independent Associates.

We are an established and successful international business with great ambition and a team of enthusiastic people who are all dedicated to moving the business forward. Lifeplus Europe, as the name suggests, specifically supports customers throughout Europe and delivers our products direct to consumers throughout the region.

At Lifeplus, we follow a single guiding principle: helping people to feel good. For those looking to improve their health and lifestyle, we offer exceptional nutritional supplements, simple wellbeing advice and the opportunity to earn a supplementary income by running their own business.

Overall Summary:

An opportunity has opened up for a full-time Deputy Financial Controller. Reporting directly to the Financial Controller, the successful candidate will lead a small team in a fast moving business environment. The successful applicant should hold a qualification with one of the professional UK accounting bodies. This position would suit a candidate who is looking to further their career within a dynamic Accounts department.

Principal Responsibilities include some or all of the following:

- Deputising for the Financial Controller whenever required.
- Providing financial and non-financial information reporting to company management. In particular, the production of monthly sales data and accompanying charts for distribution to senior company executives.
- Any other ad-hoc and regular monthly information reporting for management in other departments throughout the company, for example Marketing, Logistics, Planning, Key Accounts etc.
- Generation of all Sales and Returns reports for the company. Once created and validated, these reports are currently used for the preparation of company VAT returns and monthly accounts.
- Playing an active part with other colleagues and external organisations on projects to enhance our business processes. A key example of such ongoing projects being the replacement of our existing accounting software and other bespoke Lifeplus systems with SyteLine ERP software. The successful implementation of this project will be a fundamental part of the role in the coming months.
- Management of all company bank balances, and daily cash flow forecasting and reporting to ensure that all liabilities can be met as they arise.

- Foreign exchange management as part of cash flow forecasting. This involves working closely with the Chief Financial Officer in the US head office, together with external providers of foreign exchange services.
- Management of all company petty cash balances.
- Day-to-day line management of staff within the department to ensure that the accounts team functions as smoothly as possible and provides an exceptional service to all stakeholders.
- To monitor and positively influence the engagement level of the team through coaching, mentoring and team building initiatives.
- Fixed asset reconciliation.
- Liaising with external bodies including Auditors, HMRC, Banks, Insurance Brokers, Independent Financial Advisors, and Foreign Exchange Brokers as required.
- Completion of returns for the Office for National Statistics and any other government agencies.
- Any other ad-hoc tasks as required within the department.

The successful candidate will need to demonstrate:

- An excellent working knowledge of MS Office including Word, Outlook and Excel.
- An excellent working knowledge of at least one ERP system. Knowledge of Infor SyteLine would be desirable but not essential.
- The ability to successfully lead and develop a team, as well as work on their own initiative.
- A “can do” attitude and the ability to take ownership of designated tasks.
- The capability to perform tasks accurately and to tight deadlines.
- A flexible approach to meet the changing needs of the business.
- An ethical approach to maintaining confidentiality and discretion when dealing with sensitive information relating to company finances etc.
- Excellent communication skills with both internal and external customers.

Working hours Monday to Friday 37.5 hours per week (weekend work may also be required).

This list of Roles and Responsibilities is not exhaustive and is not designed to limit or inhibit the way we work or how the role develops, it is intended to be a fluid document and indicates how we currently see the role.

- Please note: The successful applicant will be required to undertake a criminal record check.
- Please advise us in advance if you have any special requirements if you are asked to attend an interview.

