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Job Title	Finance Analyst	Location:	Kingston
Salary:	£30,000 - £35,000	Date Posted	August 1 st 2013

The purpose of this job is:

Provide management with timely and accurate processed contract value & cost information. Manage the forecasting of all value and cost of sales.

- Prepare and post internal re-charges for plant and labour
- Production and review of monthly value/cost reports - including comparisons to business unit budgets/forecasts
- Processing monthly value and cost adjustments driven by the QS's pre & post CVR production
- Calculate WIP figures for labour, plant and welding contracts
- Review the value and cost reports post CVR adjustments, so report can be include in the management papers
- Production of the quarterly forecasts down to a gross margin level.
- Production of the annual budgets to include: value, cost of sales, overhead and cash flow
- Ensure completeness of billing in a timely manner - reviewing weekly revenue with divisional mgt./admin
- Reviewing the debtors ledger on a weekly basis - highlighting issues with managers on the fortnightly debtors conference call
- Credit Control - Resolving issues with clients regarding non-payment of debts
- Monitor and update retention schedules
- Liaise with QS's to estimate the value of future receipts for cash flow purposes

Person Specification:

- Part Qualified ACCA, CIMA, ACA.
- Strong educational background
- Advanced Excel
- Ability to communicate well with non-finance staff.

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