

# Hyperlight Ventures

<https://hyperlight.ventures/job/finance-manager/>

## Finance Manager

### Description

We are seeking an organised and motivated individual to join our team as a Finance Manager for our group of companies. The group is currently in the process of transitioning to investment and service activities with a focus on Venture Capital, Angel & Property Investment and Digital Marketing. Activities of existing group companies also include Property Development and Rental Property Management.

You will be responsible for managing the financial operations of the company including bookkeeping, payroll, filing corporation tax returns, and submitting accounts to Companies House. Proficiency with QuickBooks Desktop and familiarity with Xero is required.

Additional tasks for which you and your team will take responsibility will include dealing with incoming post and correspondence as well as other financial and administration tasks required to ensure smooth and efficient running of the companies.

We are seeking a motivated individual who is an excellent multitasker with exceptional communication and time management skills. You should be trustworthy, efficient, and organised.

You will manage non-UK based team members, including an accounts assistant. Accordingly, you will need to be flexible regarding working hours, taking into account time zones in which other team members are located.

Applicants require an understanding of basic accounting principles and proficiency with computers and software. You will need to be proficient with Microsoft Office applications, with strong expertise in Excel.

We currently use QuickBooks Desktop to operate accounts for most of our companies. Please note that this is a different software package to Quickbooks online. We are in the process of transitioning our accounting system from Quickbooks Desktop to Xero. You will be expected to manage this transition.

### Responsibilities

- Managing bookkeeping using Quickbooks Desktop and Xero
- Payroll, related filing with HMRC/Pension scheme and associated administration
- Transitioning our accounting systems from QuickBooks Desktop to Xero
- Submitting accounts to Companies House and corporation tax returns to HMRC
- Dealing with incoming post and directing correspondence appropriately
- Entering invoices, reconciling supplier statements and dealing with payments
- Dealing with Venture Capital Fund finances and related administration.
- General Accounts/Office Administration
- The role will initially be focused on getting accounts and filing for the group companies up to date, particularly the property development and investment

### Hiring organization

Hyperlight Ventures

### Employment Type

Full-time, Part-time

### Industry

VC & Marketing

### Job Location

Remote work possible

### Working Hours

16 hours per week

### Base Salary

£ 20.00 - £ 25.00

### Date posted

February 14, 2023

companies. Managing our transitioning from Quickbooks Desktop to Xero will also be key. Once this is completed, you will then be asked to pick up other administrative functions including monthly management reporting, HR related tasks investment fund formation/administration and financial analysis of potential Venture Capital investments.

## **Qualifications**

- Use of Quickbooks Desktop. Please note that this is different to the online version.
- Familiarity with Xero. Ideally you will be Xero certified.
- Financial management and accounting
- Submitting accounts to Companies House and corporation tax returns to HMRC
- Attention to detail and the ability to work independently
- Excellent verbal and written communication skills

This is a remote position, which requires a fast and reliable internet connection. The company will provide a laptop to the successful candidate. While the position is based remotely, the successful candidate may sometimes be required to travel to Cambridgeshire, Gloucestershire or London to meet with other team members in person.

If you meet the requirements and are interested in joining a dynamic and growing company, please apply with your resume and cover letter.