



Head of Finance

Hellios Information is a supplier information and risk management company operating in the financial services, defence industry and retail sectors. The company was founded to benefit major blue chip companies and their suppliers by providing a single streamlined approach to providing and sharing data across an industry community in areas including modern slavery, cyber security and GDPR.

Hellios has grown rapidly from a start up in 2014 to having more than 50 employees in the UK, subsidiaries in Ireland and The Netherlands and a turnover of more than £5m. The Company is continuing to grow quickly and a key part of this role is to prepare the Company for further growth.

The ethos of Hellios and each of our employees is to provide the highest quality service and technology based on long term sustainable relationships with our buyer and supplier customers. To find out more about Hellios and the core values that underpin the culture of our people, partners and the way we work with our customers please visit our website at <http://www.hellios.com>

Job title: Head of Finance
Location: Kemp House, Chawley Grove, Cumnor Hill, Oxford OX2 9PH
Reporting to: Chief Executive Officer
Job summary: To lead and manage the financial operations of the Company to include the ongoing development and monitoring of control systems to report accurate financial results and safeguard company assets.

Closing date:

KEY RESPONSIBILITIES

- Manage the accounting, tax and treasury functions
- Produce and report monthly management accounts for the holding company and subsidiaries
- Prepare an Annual Budget and quarterly forecasts
- Develop a cash management strategy and regular cash flow forecasts
- Overseeing production of statutory accounts and tax return in liaison with our professional advisers
- Liaise with any third party suppliers related to finance
- Support the business in achieving its business plan and growth
- Participate in commercial negotiations as appropriate
- Active member of Senior Management Team

- Provide leadership in areas such as procurement and cost management
- Manage a small finance team
- Attend and report to a number of Boards
- Develop a documented system of accounting policies and procedures

KEY REQUIREMENTS

Knowledge and experience

- Strong technical Finance experience, 2-3 years PQE
- Ideally, previous experience in an international organisation

Qualifications and skills

- Fully qualified ACCA or CIMA
- Working knowledge of accounting systems (Sage, Xero)
- Good analytical skills
- Commercial acumen
- Strong relationship management
- Ability to adapt to the needs of a growing business
- Ability to work in a small and dynamic business environment

Further information

Hellios requires a full time, qualified accountant to establish and grow its finance function as part of the Company's evolution from a small to medium sized business. The postholder will be required to oversee the accounting systems in its subsidiaries as well as manage a finance team in the UK.