**Method Grid | Financial Controller| Job Description v1**

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| **Job Title** | Financial Controller |
| **Employer** | Method Apps Limited (trading as Method Grid; methodgrid.com) |
| **Salary** | £45,000-£55,000 per annum |
| **Hours of Work** | Either:   * 40 hours/week (flexible within: 0800-1700hrs UK office hours) * Flexible (TBC) |
| **Vacancy Type** | Full-time or Part-time (six-month probation) |
| **Location** | This role will be based at the Bath HQ office with some flexibility for flexible working between office and home working modes - as flexibly depends on the business phase and current operational focus.  This to be agreed with the CEO on a regular basis but, indicatively, will mean Tuesdays, Wednesday and Fridays are office-based. Mondays and Thursdays are remote. |
| **Reporting To** | COO |
| **Reporting Structures** | COO |
| **Background to Vacancy** | Method Apps Limited is a young B2B SaaS software company. Our solution (Method Grid) is an innovative platform that facilitates the capture of structured, repeatable best-practice grids and the harnessing of such grids as a project assurance/management tool in controlled environments (with a real focus on the engineering-construction sector).  The company was founded in Spring 2018 by four co-founders (who developed the product from its beta foundations in 2016). We now have multiple paying, tier-one paying companies (and a community of “searing advocate” users).  This is a new position created as a function of growth-enabling seed funding and with the focus on accelerating the development of the solution.  The candidate must also enjoy working with a great team of co-workers who embody the cultural values of: >***Team*** (highly collaborative), ***Central Rock*** (client-centricity), ***Never Settle*** (never ending pursuit of excellence coupled with humility to recognise we never get there), ***Egos at the Door*** (take our work seriously but not ourselves) and ***Fast Craft*** (ruthless speed when it comes to product development).  As part of our continued growth, we are seeking a seasoned Financial Controller (our first dedicated finance-focused hire) and leader to own Method Grid’s accounting and control function. This is a unique role which will straddle both operational finance and interactions with our product and customers. |
| **Key Objectives/Job Activities** | **Technical Knowledge - Accounting**   * Experience in the design, set up and operation of business financial control processes e.g., invoicing, purchase order processing, expense/bill processing, payroll processing etc. * Experience in managing the finances of an SME e.g., credit control, cash flow etc. * Statutory reporting experience for an SME e.g., VAT returns, annual accounts etc. * Experience in the design and set up of financial information management systems * Experience of small business accounting rules and regulations * Budgeting and financial planning experience * Investment analysis experience * Working proficiency with financial applications (Xero)   **Management Information**   * Oversee the (existing) monthly management information (MI) reporting cycle i.e., the systematic update of our key commercial and operational KPI dashboard - as essential to mapping our progress against business plan targets and to facilitate executive decisions.     **Investor Liaison and Communications**   * Working closely with the CEO, ensure that investor shareholders are kept regularly appraised of business progress. * Working closely with the Managing Director, significantly contribute to any future fund raise exercises - as supportive of capability growth acceleration. |
| **Key Competencies** | **Essential**:   * Qualified accountant (preferably ACA) with technical and detail-oriented mindset * Experience of operating in a stand-alone role within a start-up/scale-up technology business * Experience within a SaaS business and the key operational and commercial KPIs that clearly illustrate business performance. * Strong focus on controls and processes and a high attention to detail * Experience in leading on finance improvement programmes * Comfortable with ambiguity and adaptable to our fast-changing environment * Passionate about solving problems and always identifying opportunities for improvement * Passionate about people, processes, automation, scalability and innovation.   **Desirable**:   * Prior private equity experience * Experience supporting finance systems implementation projects * Experience in FX accounting |
| **Personal Qualities** | * High level of self-motivation and professional pride and autonomy * Real attention to detail with respect to authored materials * Well organised * Strong interpersonal and communication skills with ability to work collaboratively with customers and colleagues across various functions * Strong alignment to our core values <https://methodgrid.com/team-values/> |
| **Qualifications** | * Relevant chartered engineering or chartered construction qualification is highly |
| **Proposed Start Date** | ASAP |
| **Applications** | To apply please email steven.webb@methodgrid.com |