

Job title	Finance Manager – US/PT	Reporting to	Group Accounting Manager & US Financial Controller
Location	CASCO Pet Portugal (Porto, Portugal)	Position type	Full-time
The Company			
<p>CASCO Pet is a global business specialising in the manufacture of specialist fixtures and fittings for pet and aquatic shop fitting and revolutionary veterinary clinical housing with manufacturing and sales operations around the world. Established in 1997, our Head Office is based in the UK with offices in Germany, Portugal, and the USA.</p> <p>We are proud of our reputation for innovative and flexible designs which place us as a market leader for in the pet and veterinary industry. Our sales ambition is matched by our highest commitment to customer service and quality. We provide stores with dynamic ‘retail theatre’ through the provision of our beautiful, innovative habitats for live animals and our ground-breaking veterinary clinical housing range has enhanced our reputation further.</p>			
Job Description			
<p>We are seeking a Finance Manager, to be based in our manufacturing facility in Portugal. This role will be primarily responsible for the accounting of our US entity and supporting the Outsourced Finance Team in Portugal. The individual will need to be able to work under pressure, with minimum supervision and meet deadlines. Reporting into the PT-based Group Accounting Manager and working very closely with the US Financial Controller. This individual will need to be an excellent communicator and fluent in both Portuguese and English.</p> <p>The role of Finance Manager – US & PT is a fantastic opportunity to be part of a growing global finance team and play a lead role in continually improving and standardising controls and processes across the Group. In order to succeed in this role, an individual must be able to work in a team environment with a high attention to detail and accuracy. We are offering a competitive salary package, based on experience and skills and also an annual profit related bonus.</p>			
Key accountabilities - main areas of responsibility			
<p>CASCO PET US</p> <ul style="list-style-type: none"> • Monthly balance sheet reconciliations. • Support month-end tasks (such as preparing and entering journal entries, reporting, analysis) • Sales and use tax and GST/HST preparation and filing. • Prepare financial reports for taxes, regulatory agencies and Corporate. • Assist with year-end close process and audit including preparing audit schedules, analysis, reconciliations, coordinating with accounting staff to complete deliverables to auditors and management. • Assist with monthly variance analysis. • Assist in yearly budget preparation and monthly forecast. • Reconcile and maintain fixed assets. • Assist and back-up AR/AP as required. • Delivering process/system/control improvements. 			<p>% Time Required</p> <p>75%</p>

CASCO PET PORTUGAL (SHARED SERVICES TEAM)		20%
<ul style="list-style-type: none"> • Support the Group Accounting Manager in managing the Outsourced Finance Team. • Support the team with AR, AP, Banking, intercompany reconciliations, journal postings, processing credit cards/expenses etc. • Delivering process/system/control improvements. 		
IT SYSTEMS		
<ul style="list-style-type: none"> • Work closely with Group IT Manager on local IT projects • Optimisation of Sage X3 processes & reporting 		5%
Contacts - External		Contacts - Internal
<ul style="list-style-type: none"> ▪ Auditors, banks, legal advisers & tax accountants in both jurisdictions ▪ Customers & suppliers 	<ul style="list-style-type: none"> ▪ Senior Management and group finance teams ▪ All departments across CASCO Pet Entities in Portugal, USA, Germany and the UK 	
Required Qualifications/Experience		
<ul style="list-style-type: none"> ▪ Degree qualified ▪ Qualified accountant ▪ At least three years' experience in a similar role 		
Required Skills		
<ul style="list-style-type: none"> ▪ Confident working in a fast paced, global environment. ▪ Excellent communicator – fluent in both Portuguese and English ▪ Strong technical accounting and IT skills ▪ Experience working on SAGE X3 would be an advantage 		