Finance Manager / Management Accountant
Location: Oxford (Possibly Hybrid) Part-time 3 days a week but full time may be considered.
Reports to: Managing Director
Systems: Xero, project-time tracking tools

Role Summary

The **Finance Manager** will take ownership of day-to-day finance operations and build a proper internal finance function for a growing aerodynamics engineering-based business. The role focuses on **project costing**, **monthly management accounts**, **cashflow**, and **improving financial visibility**. You will work closely with engineers to ensure time-based project costs are accurate and with the external accountants to ensure smooth year-end compliance.

Key Responsibilities
Management Accounts

- Produce monthly management accounts including P&L, balance sheet, cashflow and variance analysis.
- Build dashboards and KPIs relevant to project-based work (e.g., utilisation, gross margin by project, cost-to-complete).
- Provide commentary and recommendations to the MD.

Project Costing

- Maintain accurate project costings based on engineer time and direct expenses.
- Work with engineering leads to forecast project profitability and identify overruns early.
- Implement or improve time-tracking processes to ensure reliable data.

Xero Accounting

- Own day-to-day bookkeeping in Xero (AP, AR, bank recs, journals).
- Maintain chart of accounts and ensure accurate coding of project-related costs.
- Prepare monthly payroll inputs and reconcile payroll journals.

Financial Planning & Analysis

- Build budgets and rolling forecasts.
- Create a simple inflation-adjustment model for cost lines.
- Support pricing decisions and commercial proposals with financial modelling.

Cashflow Management

- Maintain weekly cashflow forecasts.
- Monitor debtor collections and supplier payments.
- Identify working-capital risks and opportunities.

Liaison With External Accountants

- Prepare schedules and reconciliations for year-end accounts.
- Ensure VAT returns, payroll, and statutory filings are accurate and timely.
- Act as the internal point of contact for all audit/accounting queries.
- Support annual R&D Tax claim preparation and filing

Skills & Experience
Essential

- Experience in a **project-based** or **time-based** services business.
- Strong Xero skills and confidence with Excel Sheets.
- Ability to build management accounts from scratch.
- Understanding of cost allocation, utilisation, and project profitability.
- Comfortable working in a small business with hands-on responsibilities.

Desirable

- Part-qualified or qualified (AAT / ACCA / CIMA).
- Experience implementing or improving time-tracking systems.
- Experience working with outsourced accountants.
- Knowledge of engineering, consultancy, or technical project environments.

Personal Attributes

- Commercially minded with a focus on clarity and insight.
- Proactive, organised, and comfortable owning the finance function end-to-end.
- Able to communicate financial concepts clearly to non-finance colleagues.
- Curious, analytical, and willing to challenge assumptions.

How to Apply

To apply, please send your **CV, salary expectations**, and a **covering letter** outlining your relevant experience and suitability for the role, with soonest possible start date to info@aero-dynamique.com

Please note: Applicants must have the legal right to work in the UK. Unfortunately, Dynamique is unable to offer visa sponsorship for this position.

Applications close 20th November 2026