



## Accounts and Finance Executive

Location: Remote (UK-based)  
Department: Finance  
Reports To: CEO, Atrom Mindcare

### Role Overview

Atrom Mindcare is seeking a proactive and analytically minded Finance & Business Intelligence Executive to support core accounting operations while playing a key role in month-end reporting and financial insights. This is a fully remote role, ideal for a mid-level finance professional who is confident handling transactional finance, preparing accurate month-end data, and producing meaningful management information.

### Key Responsibilities

#### *Accounting & Day-to-Day Finance Support*

- Raise invoices and reconcile invoices
- Manage purchase and sales ledger activities
- Maintain accurate financial records
- Manage AP/AR queries
- Ensure financial data is audit-ready

#### *Month-End Reporting & Data Preparation*

- Support month-end close activities
- Prepare reconciliations, accruals, and journals
- Prepare month-end data packs for the Accounts department
- Support budgeting and forecasting inputs

#### *Business Intelligence & Financial Analysis*

- Produce management reports and dashboards
- Analyse trends and financial performance
- Provide insights to support decision-making

#### *Controls & Collaboration*

- Support internal controls
- Assist with audit preparation
- Work closely with the Accounts department

### Skills & Qualifications

#### *Essential:*

- 2-4 years finance experience



- Xero knowledge
- Month-end reporting experience
- Advanced Excel skills
- Ability to work remotely

*Desirable:*

- BI tools (Power BI, Tableau)
- AAT / ACCA / CIMA (studying or qualified)
- Healthcare sector experience

**What We Offer**

- Fully remote working
- Competitive salary
- Professional development support
- Purpose-driven work environment