



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