

Financial Controller

Reporting To: CFO

Term: ASAP, permanent, full or part time (at least 4 days per week or 5 part-days), flexible working considered.

Package: Competitive Salary + Performance Related Pay

Location: London (Wandsworth).

The role:

Q-Bot is a high tech, high growth, international start-up, developing robotics and intelligent systems that are revolutionising the built environment whilst creating a positive social impact (you'll find more detail below).

We are looking for a Financial Controller or experienced Finance Manager looking to take their first step up to a Financial Controller role to join the Finance team to run the day to day activities of the finance function with the support of a finance assistant. Given the CFO is only onsite 2 to 3 days each week (available remotely for the rest of week) they will need to be able to work with a reasonable degree of autonomy. The ideal person will have a can-do attitude as the role will involve aspects of both being hands-on and operating at a strategic level. This role is an ideal opportunity to develop a career in a growth company by gaining a broad experience across a business that is continual developing.

If you have the right skills and attributes for this role please send us your **CV and Cover Letter** outlining how you meet the requirements, why you are applying for this job and what type of role you are looking for.

Key Responsibilities:

- Implementation of improved financial and business systems to support an expanding business.
- Ownership of production of monthly management accounts, reconciliations and financial reporting.
- Managing and developing finance assistant.
- Grant reporting.
- Day to day management of cash flow and working capital.
- Supporting CEO and CFO in fundraising efforts.
- Supporting CFO in budgeting and forecasting procedures.
- Working with CFO on profitability analysis and commercial pricing for new contracts.
- Support commercial team with customer quoting and sales invoicing
- Supporting CFO in company secretarial responsibilities.
- Adhoc projects and general business support.
- Financial reporting for overseas subsidiary.

Requirements:

- Self-motivated and highly organised with good attention to detail.
- Excellent verbal and written communication skills.
- A team player with excellent collaboration skills.
- Effectively manage tasks, report progress, plan time and work to deadlines.
- Adaptable and happy to take on new challenges
- Can do attitude and willing to lend a hand with other teams when required.
- Experienced using Microsoft Office package, able to use formulas in Excel.

Qualifications and Experience:

- Experience working as finance manager/financial controller in growth company

- Education: Accounting qualification
- Experience of accounting systems, ideally Xero.

About Q-Bot:

Q-Bot is revolutionising the construction industry with robotics, digital tools and AI to transform archaic processes and enable new services for the inspection maintenance and upgrade of buildings. Q-Bot’s mission is to be able to measure and improve the health of buildings without the cost and disruption of traditional methods.

The company has commercialised a highly innovative method of applying under floor insulation using a [robotic device](#) and has a number of new services in development. As a result of this work Q-Bot has developed a number of exciting robotic and AI technologies which include robotic vehicles, digital manufacturing and 3D printing, control routines for autonomous localisation and navigation, 3D mapping of environments with automatic categorisation of features, as well as tools to manage the installation process and data collected.

The company has a growing team of 30 employees in offices in London and Newcastle. Q-Bot has state of the art equipment, including an in-house pick and place machine and 3-axis CNC milling machine. Q-Bot is run by an experienced management team with an entrepreneurial track record, project management expertise and unique blend of robotics and building know how. The company’s employees are a unique blend of engineers with Masters and PhDs in Science or Engineering and professionals with decades of practical experience in the construction sector.

Q-Bot is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion, belief, sexual orientation, or age.

Please apply to: future@q-bot.co with a covering letter and CV.

