About Tropic Biosciences

Based in Norwich (UK), Tropic Biosciences is a leading agricultural biotechnology company dedicated to developing and commercializing high-performing varieties of tropical crops which provide significant benefits to growers, processors and consumers. Tropic’s vision is to become a leading seed business with significant ownership of its products from the laboratory to the field, while maintaining constructive relationships with growers and consumers based on transparency and trust.

What we are looking for

We are seeking an experienced Financial Controller to join our Finance team and support with all aspects of financial management and accounting controls.

Job Specification and Attributes Required

Accounting:
- Manage relationship with external accountants / accounting company – ensure good quality of service
- Support in coding of incoming invoices (A/P) and sending to external partner, monitor correct payments, bank reconciliations
- Ensure timely closing and any month-end closing preparations
- Responsible for procedures and guidelines (such as Travel Policy for example)
- Knowledge of share accounting and capital structure
- Budget, Forecast and Reporting:
  - Responsible for forecast and budget process with line managers / cost owners
  - Monthly reporting and quarterly reporting with external accountants

Fixed Assets:
- Fixed asset register (monitor entries and updates, disposals)
- Project controlling of new building
- Support during procurement process (RFI, supplier selection, etc.)

Grant Management and Reporting:
- Responsible for grant claims with project managers / grant managers
- Support with Facility Management (back-up and support):
  - Comparing rental costs for various alternatives, contract management
  - Insurance management, etc.

Qualification, knowledge and key skills:
- Provide the essential and desirable information to be able to execute the accountabilities.
- Background / Education: Fully qualified accountant (eg. ACCA)
- Very strong Excel skills (modelling, budgeting, reporting, etc.)
- Needs to be a good communicator, have a pro-active attitude and a very thorough approach to work.
Additional information

- **Job Location** – Norwich Research Park, Norwich, England
- **Time Requirement** - Full time position
- **Job start date** – June 2020 or earlier
- **Compensation** – We offer a competitive compensation package to successful candidates

Application instructions

If you meet the above criteria, we would be happy to hear from you. Please send your C.V and Covering letter to recruitment@tropicbioscience.com, stating your salary expectations and availability as well as quoting the job title in the subject line of your email.