

Part Time Finance Manager

Job Description | September 2023

IKAWA Coffee

We design and manufacture transformational, innovative systems to improve the quality and appreciation of coffee. Our patented technology is recognised as industry leading, sold in 100+ countries and used to roast over 1 million times per year.

Our products currently consist of coffee roasting machines together with supporting apps and a range of curated green coffees.

The award winning IKAWA Pro Series is used by coffee professionals to advance coffee quality by helping them improve their evaluation of green coffees. It is a disruptor in this sector and is being used throughout the global coffee value chain by industry leaders.

Our IKAWA Smart Home Coffee Roaster System brings coffee to life and is aimed at coffee connoisseurs and enthusiasts. This system is designed to provide a simple and accessible approach to coffee roasting and includes a coffee roaster, selection of green coffees, roast recipes and the IKAWA Home app.



IKAWA is seeking a Finance Manager to join our passionate team in the next phase of our growth.

The successful candidate will be responsible for all financial operations in a business that includes in-house R&D, production, marketing, sales, and exports to over 100 countries. They will ensure that the company's finances are compliant and adhering to the standards the company requires, work to streamline internal systems and processes, and support commercial decision making and activities to improve profitability.

The role is based in our London HQ, working closely with colleagues across sales, marketing, and operations. They will be a key member of the management team, reporting to a CEO/COO and interacting directly with the Board of Directors.

Candidates with at least 3 years' experience post qualification are encouraged to apply. IKAWA offers an attractive benefits package depending on experience, a collaborative and fast-paced work environment and the opportunity to learn and grow.

Responsibilities:

- Financial and management accounting for IKAWA Ltd and IKAWA LLC (US entity).
- Financial reporting to management and Board, analysis, budgeting and forecasting.
- Ownership of the day to day finances including management of a Finance Executive.
- Banking and cash management.
- Preparation of VAT returns, annual accounts, and other filings as required.
- Lead year-end Audit.
- Payroll management.
- Regulatory and compliance oversight.
- Oversee all dealings with HMRC and local tax authorities as required.

Experience, Skills and Personal Qualities:

- Fully qualified accountant with either ACA, ACCA or CIMA.
- 3+ years experience in a similar role.
- Bachelor's degree or equivalent preferably in finance.
- Comfortable communicating with senior management, Boards & external stakeholders with strong interpersonal skills.
- Ability to work in a fast-moving work environment.
- Strong attention to detail, management and organisational skills.
- Experience using Xero desirable but not essential

Location

This is a predominantly office-based role in our London headquarters currently based in Hackney however candidates need to know we are considering an office move to Lewisham early 2024..

Contract

Part Time - to be discussed, minimum 3 days. Immediate start available. Notice periods considered.

Remuneration

Full time pro-rata salary of £50-60k based on experience

22 days' holiday (increasing 1 per year up to 25) plus bank holidays.

Company benefits include one of our Home Roasters, team incentives and activities, perks,, L&D opportunities, access to company pension scheme, ride to work scheme.

Application

Please submit a recent CV, including a brief statement of interest on why you are well-suited to the position. Applications without a CV and statement of interest will not be considered. Please send applications to hr@ikawacoffee.com.