

Job Title:	<b>Assistant Management Accountant</b>
Reporting to	Finance Manager

## JOB DESCRIPTION

<b>Background</b>	A new position to support the finance manager and wider business community.
<b>Candidate profile</b>	A graduate trainee, part qualified candidate, qualified by experience. Minimum of two years' experience
<b>Responsibilities</b>	To support the finance manager and wider company in the provision of first class timely information, financial analyses and interpretation.
<b>Job Description</b>	<p><b>Primary / Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Bank account reconciliations.</li> <li>• Fixed asset register administration and reporting.</li> <li>• Balance sheet reconciliations and open item management.</li> <li>• Customer rebate reporting and administration.</li> <li>• Sales and margin analyses and variance interpretation.</li> <li>• General ledger coding accuracy.</li> <li>• Preparing and posting accounting journals and supporting transactions to the ERP system.</li> <li>• Preparation of VAT returns</li> <li>• Intratstat and EC sales reporting and declaration.</li> <li>• ONS declarations.</li> <li>• YE audit reporting</li> <li>• Ad hoc activities as business demands require.</li>   <li>• To support the finance function and wider business in: <ul style="list-style-type: none"> <li>○ Documenting business flows.</li> <li>○ Support the development of compliance and control activities.</li> </ul> </li> </ul>
<b>Experience/ Skills Required</b>	<ul style="list-style-type: none"> <li>• Strong MS office skills, particularly Excel – extensive use of modelling, pivot tables and advanced formulae.</li> <li>• Minimum of two years' experience in finance and accounting functions</li> <li>• Ideally knowledge of SAP</li> <li>• <b>Attitude, willingness and motivation</b> to succeed.</li> </ul>
<b>Salary range</b>	£ Competitive Salary, dependent upon experience.