

Job Description

Job Title	Company Accountant
Reports to	Finance Director
Department	Finance
No. of reports	TBD
Brief overview	The successful candidate will be responsible for the day to day accounting activities of the Company while managing a small and experienced transactions team
Role and Responsibilities	<ul style="list-style-type: none"> • Annual statutory accounts preparation and management of annual audits • Prepare, present and analyse monthly management accounts including margin reports, stock reports, cost centre reports and sales reports • Prepare, present and analyse actual verses budget on a monthly basis • Performance of regular reconciliations of information on SAP with other systems and software within the IT map as well as trouble shooting on irregularities • Check and correctly process and post all purchase orders and invoices • Regular reporting of financial and commercial KPIs • Submitting regular VAT returns and making both VAT and Corporation Tax payments in line with regulatory obligations • Creation of P11Ds and keeping records of applicable benefits in kind. • Carrying out bank reconciliations in a number of currency accounts • Maintaining foreign exchange records and calculating and reporting on gains and losses as well as ensuring sufficient currency availability on a daily basis • Maintaining and updating fixed asset records including capitalisation, depreciation and write off policies and looking at R&D tax breaks • Managing and maintaining all nominal ledger journals • Producing annual budgets and quarterly forecasts (P&L, BS and CF) • Involvement in the negotiation and administration of company insurance policies • Managing cash flow and bank balances • Managing & administering the company pension scheme • Dealing with Companies House and National Statistics returns • Providing holiday cover/general support and development for the Accounts Administrator duties, including payroll and accounts payable / receivable • Creating and updating financial procedures and controls throughout the business as necessary for growth • Regular reviews of the Company's chart of accounts and identification of opportunities to future proof process and controls • Managing and maintaining (in conjunction with the IT department) the Business Warehouse and ensuring all business essential reports can be downloaded as required • Keeping up to date with regulatory changes in financial reporting and tax • Establishing a high level of credibility and managing strong working relationships with external parties including, auditors, tax advisers, and banks • Ensuring the Company's financial affairs and assets are well managed • Attending management meetings as required by the Finance Director • Providing general financial advice to the Board and performing ad hoc financial requests

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Essential Qualifications	Qualified accountant with +5 years PQE (CIMA, ACCA or ACA will be considered)
Essential software Skills	<ul style="list-style-type: none"> • SAP or equivalent accounting ERM • Advanced Excel • Business/Data Warehouse or equivalent reporting tool • MS Office 365
Essential Management Experience	<ul style="list-style-type: none"> • Managing, leading and continuous development and improvement of teams of around 10 part qualified/experienced personnel • Confidence to liaise with Board members on a regular basis • Working with key areas of the business with the concept of business partnering in mind
Industry/sector Experience	<ul style="list-style-type: none"> • Retail / wholesale experience would be desirable but not essential
Financial Skills and Experience	<ul style="list-style-type: none"> • Track record of success in a similar role and demonstrable career progression within a finance function • Demonstrable and in-depth experience of: <ul style="list-style-type: none"> ▪ accounting practices; ▪ financial management and best practice; ▪ financial reporting requirements under company law; and ▪ management accounting and business partnering • Experience in setting key objectives, delivering to the required levels and using KPIs to show success in reaching business goals • Experience of delivering fit for purpose management reports and advice to senior management • Strong analytical skills including the ability to rapidly interpret, concisely explain and act on complex information • Track record of stakeholder management, primarily Banks, and Audit, Tax and Insurance firms
Personal Behaviour and Competencies	<p>Professional The successful candidate will be self-motivated with strong business acumen, demonstrating a professional approach to work by:</p> <ul style="list-style-type: none"> ○ being punctual for work and meetings; ○ being prepared and organised for all meetings; ○ being appropriately presented in a professional environment; and ○ using appropriate professional language – both verbally and written <p>Team Work</p> <ul style="list-style-type: none"> ○ Track record of building positive working relationships to successfully manage and deliver continuous improvement within your team ○ Being a successful leader to adapt style to meet the needs of the Board, colleagues and team members ○ Keen to take ownership of problems, generate options with a balance of technical and commercial acumen ○ Take responsibility for the tasks performed by you and your team ○ Being an active member of the team in order to achieve the shared objectives

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	<ul style="list-style-type: none"> ○ Completing work on time and to deadlines, both individually and within your team ○ Being helpful to other members of the team ○ Build effective relationships with direct team and other internal teams ○ Demonstrating an understanding of the goals and objectives of the Company <p>Organised</p> <ul style="list-style-type: none"> ○ Demonstrate excellent planning and organisational skills ○ Able to organise own workload and that of your team and prioritise appropriately ○ Demonstrating initiative and ability to work unsupervised ○ Highly motivated with an ability to operate effectively under pressure and consistently deliver to deadlines <p>Learning</p> <ul style="list-style-type: none"> ○ To consistently demonstrate a desire to achieve personal objectives ○ Successfully acquire new knowledge, through the identification of areas of personal development, and apply this practically <p>Communication</p> <ul style="list-style-type: none"> ○ To be able to communicate clearly and effectively both verbally and in writing ○ Excellent interpersonal and communication skills (written, spoken, presentational) ○ Demonstrate listening skills with all internal and external stakeholders ○ Have strong negotiating and influencing skills with the ability to resolve conflicting priorities <p>Adaptable</p> <ul style="list-style-type: none"> ○ Be flexible and open to new tasks and requests with ability to cope with change in work schedules and priorities ○ Able to work outside of normal office hours when required
Salary	Competitive