

CANDIDATE SPECIFICATION



JOB TITLE	Management Accountant
REPORTING TO	Finance Director
DEPARTMENT/SUB DEPARTMENT	Finance
LOCATION	Rochford
OVERALL PURPOSE	
To be part of the Finance team providing operational support to all entities of the Group.	
PRINCIPLE ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Support the preparation of timely and accurate financial records and management reporting for group entities. • Prepare and present financial information to operational and senior management, maintaining effective verbal and written communication across all levels of the business. • Develop an understanding and be involved in all fundamental accounting tasks within the department, including manufacturing transactions, cost and variances, vendor invoice processing, customer cash collection, VAT/Intrastat and general ledger reconciliation. • Prepare monthly management accounts for the group including scheduling of periodic jobs on SAP, explanation of key variances and results to senior management. • Prepare budgets and forecasts for the group in consultation with the appropriate management teams. • To assist in the preparation of year-end reports and accounts for statutory and tax purposes for the group, including liaising with auditors. • To be part of the team responsible for providing support to operational management for all entities in the group, to include assisting with the resolution of operational issues to aid the future development of the business. • To be part of the team responsible for the processing of the periodic standard cost update routine for the group, to include liaising with the relevant operating division to ensure accuracy of the records. • To gain a working knowledge of all the group businesses and apply this to ensure you have an understanding of key movements in the financial statements. • To communicate effectively with other departments and members of the finance team. • To assist in other requirements of the department where necessary to help achieve the overall objectives. • To actively pursue a policy of "Continuous Improvement" within the department and assist group entities with their Continuous Improvement plans. • To undertake various ad-hoc projects as required to support the changing requirements of the business. • To assist other team members with their work and carry out any task where reasonable and relevant, when required. • To be able to assist with and be holiday cover for credit control and accounts payable. • To adhere to the group policies, plans and procedures for: - <ul style="list-style-type: none"> • Health & Safety (including a responsibility for ensuring that the working environment is safe for employees, contractors and visitors), • Quality, • Personnel. 	
This is not an exhaustive list.	

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
ACA/ACCA fully qualified	✓	
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Experience of dealing with international group accounting and consolidations		✓
Experience of stock/WIP accounting including standard costing and overhead recoveries		✓
Experience of preparing budgets and forecasts for an international group including consolidation adjustments and FX impacts		✓
Experience of working with analytical techniques to review and assess financial results	✓	
Experience of working with SAP finance tools		✓
Experience of working with advanced Excel	✓	
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	