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| JOB TITLE: |  | **Management Accountant** |
| LOCATION: |  | **Brandon, Suffolk** |
| REPORTS TO: |  | **Financial Controller** |
| RESPONSIBLE FOR: |  | **Management Accounts and improving internal processes and procedures** |
| INTERACTS WITH: |  | **O.C.O Senior Leadership Team, Operations, Commercial, Finance and IT** |
| HOURS OF WORK: |  | **37½ hours per week from 9am to 5.30pm, Monday to Friday** |
| **JOB PURPOSE** | | | | |
| As a UK leading, manufacturing business, with sites in Brandon, Leeds and Avonmouth, we are seeking an experienced Management Accountant to join a rapidly expanding business. This is a hands-on accounting role in a unique, fast-paced manufacturing environment.  This new and exciting role will work closely with the Financial Controller, Finance Analyst, and external bookkeeper. You will also be a key support to other members of a cross functional Senior Leadership team. This incorporates Operations, Commercial, Technical, Engineering, HR, and IT.  The role will prepare and present management accounts, to aid with business strategy and effective decision making within the business. Outside of management reporting, the role will focus on supporting the finance team in driving the finance function forward, by improving our internal processes and procedures.  The role is a permanent position, however candidates seeking a temporary role will also be considered. | | | | |
| **KEY DUTIES** | | | | |
| * Oversee generation of monthly Management Accounts (GP Flash & MI) * Support bookkeeper in preparation of monthly accruals. * Ensure balance sheet reconciliation are complete and available in a timely manner * Oversee fixed asset register, including completion of fixed asset physicals at all sites. * Liaise with financial institutions, providing up-to-date financial information and ensure prompt preparation of supporting documents for loans and other asset finance arrangements * Review and enhance stock management and reporting * Oversee generation of weekly and monthly cash flow forecasts. * Support Financial Controller in implementing and monitoring new automated system for expense claim reporting * Review internal process, propose enhancements and implement changes as necessary. * Support finance team with year-end activities. * Adhere to health and safety standards. * Undertake other tasks as directed by the Financial Controller that are within the skills and capabilities of the job holder | | | | |
| **ESSENTIAL SKILLS / EXPERIENCE** | | | | |
| * Immediately available or be available on a short notice period * Confident, advanced excel user * Strong communication skills, both verbally and written * Ability to build strong relationship with colleagues and external partners * Excellent time management skills, with the ability to multi-task and prioritse * Team player * Fully qualified accountant (CIMA/ACA/ACCA) or qualified by experience * Full driving license * Flexibility with regard to travel and working hours, e.g. working at other sites | | | | |
| **IDEAL SKILLS/ EXPERIENCE** | | | | |
| * Experience in the waste industry | | | | |