



**Job Title: Management Accountant**

**Location: Burgess Hill/East Grinstead**

Reporting to the Finance Manager, this is a busy role covering all aspects of financial reporting. There will be an opportunity to develop internal reporting with the Finance Manager and build on existing relationships with key stakeholders in the business. This is a full-time position, Monday to Friday, 40 hours per week, this role will be based with our finance team in Burgess Hill/East Grinstead and includes remote working in line with our home working policy.

**Summary:**

- Assist the Finance Manager with the production of monthly management accounts to tight reporting deadlines
- Assist with the development of internal reporting
- Assist with the implementation of Netsuite
- Manage the balance sheet reconciliations
- Assist with preparation of budgets and forecasts
- Assist with reporting requirements from GHQ and RHQ

**Main responsibilities:**

- Calculation of accruals and prepayments
- Assist with the development weekly cost centre reporting for cost management and forecasting
- Maintenance of detailed P&L schedules to reduce risk of errors and omissions
- Maintenance of fixed asset register and full balance sheet reconciliations
- Liaise with purchase ledger team to manage purchase ledger cut off
- Assist with the preparation of budgets and quarterly reforecasts
- Assist with the development of weekly reporting to Cost Managers
- Responsible for ensuring management accounts are completed to strict deadlines
- Assist with the IFRS16 reporting to GHQ
- Assist with the annual statutory audit
- Manage the statutory reporting to external bodies, such as, ONS
- Assist with Intercompany reporting
- Assist with the production of adhoc internal reports for senior management

## **Selection Criteria**

- Preferably ACCA or CIMA qualification
- Proven ability to work to tight reporting deadlines and effectively manage own workload
- Prior experience of a software implementation and driving process improvements would be beneficial
- Ability to prepare monthly management accounts to a high degree of accuracy
- Good analytical skills in understanding and explaining variances from budget
- Experience of using standard accounting packages and can demonstrate ability to grasp new systems following standard training
- Fully conversant with Microsoft Office including advanced knowledge of Excel and working knowledge of Power BI
- Good communication skills with internal and external customers with both finance and non-finance backgrounds