

---

**JOB TITLE:** Assistant Management Accountant

**LOCATION:** Head Office

**REPORTING TO:** Head of Finance

**DIRECT REPORTS:** None

---

**JOB PURPOSE:**

To take responsibility for the preparation of the company's management accounts, accruals, prepayments, debt book amortisation and fixed asset depreciation with maintenance of key nominal analysis and balance sheet reconciliations, posting journals using Sage line 50. Balance daily receipts, post daily collections journals, reconcile month end receipts and collections and maintain collections trackers.

**PRINCIPAL ACCOUNTABILITIES**

**Month end routines**

- Preparation of monthly management accounts
- Assist Head of Finance with monthly board MI pack in particular with the inclusion of KPI's
- Preparation, challenge and maintenance of full accruals and prepayment schedules
- Preparation of monthly debt book amortisation and fixed assets depreciation schedules
- Preparation of key balance sheet reconciliations
- Calculation of month end credit balances
- Posting of journals
- Review month end bank reconciliations prepared by colleagues.

**Income routines**

- Balancing the previous day's collections
- Reconcile and journal income at the month end
- Preparation of the month end collections analysis
- Maintain weekly collections trackers

**Other**

- Preparation of quarterly industry returns
- Cover for Finance colleagues during holidays
- Take responsibility for risk and compliance within the remit of your role

This list is not exhaustive and you may be requested, from time to time, to undertake other reasonable duties requested by a Senior Manager or Director, that may sit outside of this Job Description

---

**KEY PERFORMANCE INDICATORS**

- Quality of work undertaken
  - Speed and efficiency of work, including response to requests
  - Errors in posting invoices or payments
  - Number of debit, old or unreconciled balances on the ledger
  - Condition of direct to client debtor balances
  - Accuracy of written and verbal reporting to Line Manager
  - Sickness, absence and lateness
-

**Qualifications, Experience and Skills Criteria**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>General Education</b>	<ul style="list-style-type: none"> <li>5 A*-C GCSE's, including Maths</li> </ul>	
<b>Previous Work Experience</b>	<ul style="list-style-type: none"> <li>Previous experience in accounts looking to step up</li> </ul>	
<b>Specific Knowledge</b>	<ul style="list-style-type: none"> <li>Computer literate with good knowledge of Excel, pivot tables and Sage Line 50</li> </ul>	
<b>Professional/Academic / Vocational Qualifications</b>	<ul style="list-style-type: none"> <li>Successfully completed the first stage of ACCA, CIMA exams recently preferred or qualified by experience</li> </ul>	<ul style="list-style-type: none"> <li>Committed to continue with exams in order to qualify</li> </ul>
<b>Specific Skills</b>	<ul style="list-style-type: none"> <li>Clear and effective communication skills (written and verbal)</li> <li>Attention to detail</li> <li>Ability to prioritise workloads</li> <li>Ability to work to tight deadlines</li> </ul>	
<b>Demonstrated Behaviours</b>	<ul style="list-style-type: none"> <li>Works well independently and as part of a team</li> <li>Looks beyond boundaries of own job to support others</li> <li>Contributes to a positive team spirit</li> <li>Is enthusiastic and willing to listen, learn and develop</li> <li>Motivate self and others</li> <li>Communicates and liaises with team members and others</li> <li>Respects confidentiality of information</li> <li>Works well under pressure</li> <li>Works in line with company policies</li> <li>Works at all times within CSA, FCA, ICO &amp; all other Regulatory Rules &amp; Guidelines</li> </ul>	

I can confirm I have read and understand the Job Description.

NAME:.....DATE:.....

SIGNATURE:.....

Please sign and return one copy to the HR department for filing.

**To apply for this position please click on the below link:**

<https://www.reed.co.uk/jobs/assistant-management-accountant/36279117?source=searchResults#/jobs/flat-fee-recruiter/p51135?sortby=DisplayDate>

**Closing date 1<sup>st</sup> November 2018**