



GROUP
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JOB DESCRIPTION

ROLE Assistant Accountant

REPORTS TO: FP&A Manager

WORKING HOURS: Monday to Friday, 09:00 to 18:00

A fantastic opportunity has arisen for an individual to work along side a strong and supportive team, within a flourishing organisation, the successful candidate will be responsible for the duties below. Funding is available to cover professional qualifications. This position offers a fantastic opportunity for a progressive position.

PRIMARY RESPONSIBILITIES

- Processing journals onto the General Ledger
- Bank and Balance Sheet reconciliations
- Accruals and Prepayments
- Inter- company and GRNI reconciliations
- Supporting management accountant with month-end and year-end duties
- Liaising with finance function in India
- Preparing weekly cash forecast
- Cover Management Accountant as and when required
- Liaising directly with budget-holders.
- Ad hoc analysis and report production

ESSENTIAL EXPERIENCE

- Graduate in Finance & Accounting and or studying for ACCA/ACMA qualification
- Previous experience in management accounting.
- Excellent Excel skills - ability to deal with large volumes of data and manipulate accordingly (pivot tables/ look-ups/ Macros would be advantageous)
- Experience of using an ERP system
- Experience of using Word and Powerpoint
- Enthusiastic, with ability to respond in a constantly changing environment and remain calm under pressure
- Established organizational and detail-oriented skills
- Good communication skills