

JOB DESCRIPTION

ROLE: Business Analyst

SALARY AND BENEFITS: Up to £22,000 dependant on experience plus funding for ACCA

REPORTS TO: Group Financial Controller

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

A fantastic opportunity has risen for any individual hoping to develop take in an Accounting/Finance environment. Working along side a strong and supportive team, within a flourishing organisation, the successful candidate will be trained in and responsible for the duties below. Funding is available to cover professional qualifications when the role becomes permanent.

PRIMARY RESPONSIBILITIES

To provide financial analysis for the group and assisting the Group Financial Controller.

SECONDARY RESPONSIBILITIES

- Providing financial analysis
- Reconciliation and calculation of monthly rebates
- Monthly reporting and reconciliation of revenue streams and gross profits
- Working with software developers to help streamline and automate monthly routine procedures.
- Liaising with business partners in UK and finance function in India
- 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
- Flexible to cover annual leaves.
- Other duties as assigned.

ESSENTIAL EXPERIENCE

- Graduate in Finance & Accounting/ Mathematics/Sciences with a 2:1 Honors
- Excellent Excel skills - ability to deal with large volumes of data and manipulate accordingly (pivot tables/ look-ups/ Macros would be desirable)
- Experience of using General Ledger
- Experience of using an ERP system, desirable
- Experience of using Word and PowerPoint
- Attention to detail
- Ability to deal with change
- Ability to priorities workload
- Ability to communicate effectively