Job Description

|  |  |
| --- | --- |
| **Job Title:** | Assistant Management Accountant (6 month FTC) |
| **Location:** | Belfast |
| **Reporting to (Job title):** | Financial Controller |
| **Date:** | October 2024 |

1. **Purpose of the Job**

|  |
| --- |
| To assist with the preparation of monthly Management Accounts and annual Statutory Accounts for three business units, including maintaining financial records, assisting in reconciling Balance Sheets and ensuring that all intercompany transactions are recorded and accounts fully reconciled each month.  |

1. **Key Responsibilities**

|  |
| --- |
| * Assisting with preparation of monthly management accounts.
* Reconciliation of Balance Sheet Accounts.
* Assist with the process of internal controls relating to the accounting systems currently in use.
* Reconciliation of Intercompany Accounts with other Group Companies.
* Assist in production of budgets and quarterly forecasts.
* Liaising with external and internal auditors.
* Preparation of Statutory Accounts in line with IFRS standards.
* VAT and Intrastat Returns.
* Provision of support to other members of the wider finance team to include Accounts Receivable, Accounts Payable and banking team.
* Matching receipts and reconciling GRNI accruals each month.
* Preparing monthly journal entries as needed.
* Any other duties that may be deemed appropriate to this role.
 |

**4. Qualifications and Technical competencies**

|  |
| --- |
| **Education*** Ideally studying for professional accountancy qualification with a recognized Accounting body (CIMA, ACCA, ACA or equivalent).

**Experience*** Previous experience in a similar role within a FMCG environment is desirable.
* Experience in Management and Statutory accounts preparation including reconciliations and analysis.

**Skills and Competencies*** Strong numerical skills with a focus on accuracy and excellent attention to detail
* Proven ability to meet reporting deadlines and work with pace and urgency
* Excellent communication skills
* Pro-active with initiative and a strong team player
* Fully proficient in Microsoft Word, Excel and Outlook
 |

**Employee Department Manager**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**