Job Description

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| **Job Title** | Management Accountant |
| **Department** | Finance |
| **Reports to** | Financial Controller |
| **Responsible for** | N/A |

Job Purpose

To support the Financial Controller and team by carrying out day-to-day finance and administration tasks, adhering to accounting deadlines and managing, processing and analysing various accounts and transactions. Supervision of the Finance Assistant in the Supervisors absence

Duties and responsibilities

**Operational responsibilities**

* Support with month-end closedown (accruals, prepayments, journals, stock etc)
* Cost Centre & Project Review & Reporting
* Control Account Reconciliation (eg: Prepayments, Accruals, PAYE, NI etc)
* Capitalisation of Assets & Depreciation
* Posting of Payroll / EPS Journal
* Run & Review Goods Receipted /Invoices Received Report
* Review Purchase Orders & Liaise with Procurement on Receipting
* Review timesheet not yet released in SAP
* Authorise Bank Transactions
* Manage Credit Card Transactions reconciliation and allocation
* Budget vs Actual Reporting / Meetings
* Support with Budget Setting / Forecasting
* Support with R&D Tax
* Support with Year End / Audit
* Support with Warehouse / Stock Allocation
* Support with CNH Reporting eg Policy Submissions
* Support with ONS Reporting3
* Support/ Cover other tasks when required - Supplier Payments, Credit card, Payroll, Accounts Inbox etc
* Perform routine calculations to produce analyses and reports as requested by the Financial Controller and assist in creating financial reports.
* Ad hoc tasks, as required - Staff costings, Insurance Costings, Premises costings.
* Adhere to the organisation's financial policies and procedures
* Answer question and assist stakeholders, customers, and employees as needed
* Act as a Deputy to the Financial Controller in their absence
* Follows procedures to ensure compliance with company ISO standards
* Responsibile and accountabile for actions within My Compliance is documented within HR-101a MyC RACI

**Peer group / cross team liaison**

* Maintain a good working relationship with colleagues and peers, reflecting Bennamann values
* Ensure all employees understand deadlines associated with finance activities

**Reporting and communication**

* Assist in the development of management reports, as and when required

**Team**

* Proactive member of motivated and engaging team
* Participate actively in team meetings and proactive in own review and development
* Supportive member of the team, role modelling Bennamann values in both internal and external relationships
* Suggest changes or improvements to increase accuracy, efficiency, and cost reductions

**H&S**

* Responsible for own H&S and that of your colleagues/direct reports, adhering to company guidelines be this in an office / workshop setting, on site, in a vehicle and / or any other reasonable context
* Highlight any H&S risks you identify to management
* Ensure you have any and all reasonable PPE and highlight any deficiencies to management who will address as required

Person Specification

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| **ATTRIBUTES** | **ESSENTIAL** (must have these skills or experience) | **DESIRABLE (**prepared to train or develop in these areas) |
| **Relevant Experience** Work and non-related work experience relevant to the job and organisation | **Technical/Operational**  Previous bookkeeping and financial assistant experience  Familiarity with business and finance principles and practice | Experience in SAP/ERP systems  Supervision of other team members |
| **Education/ Training** Specific qualifications and or training | Bookkeeper and /or AAT qualification  Advanced Excel user, rounded MS Office skills |  |
| **Qualities, knowledge & skills**  Personal skills, qualities, behaviour, most of these will be essential as many of these cannot be trained | An empathy and affinity with the Bennamann company values:   * Safety * Curiosity * Integrity * Passion * Respect   and traits:  Humility, Empathy, Creativity, Innovation, Open Minds, Transparency  In addition:  Great attention to detail, excellent maths skills, understanding of GDPR, proven integrity and honesty  Solid communication skills, both written and verbal with analytical ability and critical thinking skills  Able to organise and prioritise tasks and remain calm under pressure.  Flexible and adaptable to changing workloads, with the ability to solve problems and support others  Follows procedures to ensure compliance with company ISO standards  Presentable, with the ability to be a positive representative for Bennamann in relationships with customers and suppliers; ranging from farmers to councillors and scientists  Adheres to process and policy, including PPE and uniform |  |
| **Additional factors** Working conditions/hours, ability to drive, any special working conditions (eg gas handling |  |  |