

Job Description

Position: Reporting Accountant

Reporting to: Group Financial Controller

Responsible for: N/A

Purpose / Role: This role will report to the Group Financial Controller, and will assist in the accurate reporting of data to our parent company and other third parties.

Key Aims and Objectives:

- Preparation of annual statutory accounts for all group companies including preparation of management review papers to support accounting judgements
- Preparation of monthly management information packs including forecasts
- Preparation of periodic reporting to parent company
- Assist with annual budget process
- Assist with setup of internal audit function and carry out audits

Prime Role and Duties:

- Prepare management information pack for review
- Prepare parent company reporting packs for review
- Preparation and submission of VAT and Intrastat returns plus EC sales lists
- Preparation for and support to year end audit
- Preparation of cashflow & associated reporting
- Preparation of overseas/subsidiary accounts
- Preparation of reconciliations
- Preparation of external 3rd party reporting eg ONS returns
- Assistance with tax submissions

Allied Occasional Duties:

- Ad hoc project work as required

Key Internal Interfaces:

Accounts colleagues

Core Competences:

- ACA/ACCA/CIMA qualified (or the equivalent)
- Ability to work unsupervised and take decisions independently
- Ability to create and forge relationships across an organisation, not just in finance