

Job Description

Job Title	Management Accountant
Name of Job Holder	
Department	Finance
Reports to	Head of Finance
Location	KB Event, Pinxton
Job Purpose	
<p>Based at Pinxton, the postholder will have responsibility for the accurate and timely production of all financial and management accounts and come from, or have experience of, the logistics or distribution industry. This is a pivotal position in the business and acts as a conduit for ensuring that commercial decisions are based on sound and meaningful data.</p> <p>Working for the Head of Finance, this role will need to business partner with the operational team to drive a clear understanding of operational financial performance. This person will need to support the building of daily / weekly vehicle costing to identify and explain variances against budget and forecast. This will also require the collation of meaningful KPIs to provide further management information.</p>	
Principal Responsibilities	
<ul style="list-style-type: none">• To build daily and weekly vehicle costings to feed into the weekly trading figures• To collate and produce monthly management and financial accounts using accurate data and in a timely manner• To work closely with the commercial team to validate business development modelling• To communicate with internal stakeholders to help provide analysis of financial data in order to educate the business to improve its commercial acumen• To create and maintain clear structured accounts by client in order for operational teams to have transparent information with which to make cost effective and commercially viable decisions• To support the Head of Finance with other reporting and analysis duties as required• To support and develop the Financial Assistants in the execution of their roles• To check and authorise sales ledger invoices, payments and other finance processes• To prepare MI pack and monthly board reporting and communicate with relevant parties• To create distinct sets of accounts for both the UK and Ireland businesses, incorporating local financial tariffs, charges and taxes where relevant	

- To contribute to the Company strategy across all areas of the business, challenging assumptions where relevant and providing guidance on budgets, targets and financial drivers
- To maintain cash flow and other key finance metrics
- To ensure that the financial system is robust and effective and where appropriate, make recommendations for improvement and support in the implementation of these
- To ensure that budgeting process and carried out and reviewed, and to collate and circulate this data
- To ensure compliance with financial regulations to include debt, taxation, equity and capital requirements
- To undertake any VAT return activities and prepare payments
- To gather and analyse data to identify trends within the business’s finances

Person Specification

- To be a current member of an accountancy professional body
- Completion of relevant professional qualification – eg CIMA, ACCA
- Good IT skills covering Microsoft packages, with an excellent level of competency in MS Excel
- Previous experience of working within a 3rd party haulage environment
- A proven ability of being able to build strong relationships with internal departments with a demonstrable focus on increasing commercial and financial awareness
- Experience of working to strict deadlines and being able to work under pressure
- Competent in the areas of mathematical and numerical calculations

Organisational Responsibilities

Along with all employees in the business, the postholder will:

- Work within given Health and Safety guidelines and proactively act in a way that reinforces a culture of safety across the organisation
- Ensure that they are compliant with the organisation’s policy on Equal Opportunities and behave in a way that supports and reflects an inclusive culture in the business
- Undertake any other suitable and appropriate task requested of them by management in relation to their role or which supports the achievement of wider team and organisational objectives

Signature Job Holder:	Date:
Signature Manager:	Date: