Role definition

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| Job title: | Financial Accountant | | |
| Reports to: | Finance Manager | | |
| Direct reports: | None | Department: | Finance |
| Business unit: | BakerHicks Limited | Location: | Warwick |

Summary

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| The primary area of responsibility is to work with the Finance Manager (FM) to ensure the provision of accurate and timely management information that is received with confidence. Other key responsibilities are to ensure that there are sound financial controls in place and proactively participate in financial process improvement. |

Key objectives

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| * General bookkeeping duties including balance sheet reconciliations, prepayments and accruals * Manage overheads from budget through to actuals and forecast, including meetings with budget holders to support and challenge them and identify cost saving opportunities * Work closely with the Commercial team to drive and manage cash to consistently achieve Company targets. Produce UK and consolidated weekly cash flow for review with the FM |

Principal responsibilities and accountabilities

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| * Responsible for selected balance sheet reconciliations, including cash and control accounts * Maintenance of fixed asset register, prepayments and accruals schedules * Prepare monthly recharge forecast and reconcile to timesheet system journal * Purchase invoice processing * Prepare draft profit & loss and overhead summary including variance analysis and commentary for review with the FM * Work with the UK Credit Controller and European business to produce a UK and consolidated weekly cash flow * Monitor and review actual overhead cost to understand cost drivers in business and identify wastage * Manage overhead budget, holding regular reviews with budget holders to understand nature and timing of spend and identifying opportunity for savings / efficiencies * Manage the intercompany recharge and reconciliation process, including raising invoices * Prepare quarterly VAT returns as well as analysis for other tax reporting obligations (e.g. statutory tax, PSA return) * Basic purchase ledger duties * Work with the FM to rationalise and streamline reporting process * Other ad hoc and routine work as required |

Qualifications and training

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| * Minimum part qualified accountant (ACCA, CIMA) |

Person specification

Technical skills and experience

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| * The ability to work on one’s own initiative, be proactive and can work with minimal supervision * Sound analytical ability * Demonstrable advanced excel skills * Previous experience of producing management accounts, budgets and forecasts (both P&L and BS) as well as preparing cash flow forecasts * Possess excellent verbal and written communication skills to communicated effectively with all other teams, external suppliers and other Morgan Sindall Group companies * Articulate, credible and highly motivated |