

Management Accountant

[This example job spec/advert was compiled using the key Bookkeeper responsibilities and skills we see most often requested/listed on the Juggle platform.]

While in our experience the general/macro requirements of the role are transferable across different sectors and company sizes (and therefore the type of advert that attracts high-quality professionals is broadly the same), please read the text carefully, add your business-specific needs, and - most importantly - tailor the text to match the culture and values of your business.]

Schedule (part-time/full-time with flex etc)

Salary

(Length of contract if necessary)

Location city

We are searching for an energetic and full qualified Management Accountant to join a [type and rough size of your business].

The main purpose of this role is to support the Group FC in ensuring the Finance Function fulfils its obligations within the business. The Management Accountant will be responsible for the production of the monthly management accounts, variance analysis and commentary to the budgets and forecast, the filing of the VAT, assisting in the Audit of the yearly statutory accounts, preparation of the corporation tax returns.

Responsibilities

- Review and ensure application of appropriate internal controls and financial procedures

- Ensure month end processes are performed to enable the production of accurate and complete management accounts including monthly journal postings, accruals, prepayments, accrued and deferred revenue.
- Preparation of consolidated management accounts, variance analysis to budgets and commentary on variances.
- Preparation of Balance Sheet reconciliations on a monthly basis
- Review other month-end closing activities including other general ledger accounts and overhead cost allocation in line with intercompany agreements as appropriate
- Review and enhance any relevant financial and accounting systems, processes, tools and control systems as appropriate
- Preparation and submission of statutory returns
- Review the cashbooks and ensure that they are up to date
- Assist the FC to produce cash flow projections and assist with cash flow management
- Preparation of annual financial statements in compliance with UKGAAP
- Review and update accounting policy manual as appropriate to the Group
- Assist in the year end external audit, preparing for the audit and solving audit queries.
- Oversee the credit control process of the company along with the business
- Oversee the payment runs done by Finance assistants

Background and Skills

- Bachelor's Degree
- ACA/ CIMA/ ACCA qualified

- Knowledge of UK and International GAAP preferred
- 2-3 years PQE
- Experience in dealing with end to end month end process and production of a management pack
- Experience in a year end audit with an external top 10 auditor
- Experience with consolidation of monthly accounts