

JOB DESCRIPTION

Management Accountant



Date: February 2022

Work Area: Finance

Based at: Machynlleth

Contract Term: Permanent

Hours per week: Full Time 37.5 hours per week

Responsible to: Head of Finance

Responsible for: n/a

Pay Band and Scale: Specialist Support Level 4 – Salary up to £42,357.65 depending on experience and qualifications

Job Purpose: Responsible for preparing & analysing monthly management accounts for the Head of Finance and ultimately the Board of Directors for both Dulas Ltd and Polestar Cooling Ltd. Maintaining financial policies and management information systems alongside establishing effective communication channels to inform management on all aspects of company finances.

Key

Accountabilities: Preparation and analysis of timely monthly management accounts (P&L, balance sheet, cashflow).

Maintenance and reconciliation of fixed assets, accruals, prepayments, and other balance sheet accounts.

Preparing and analysing key business reports (sales forecast, expenditure, Stock & WIP; job profitability, staff utilization etc.) and supporting Department Heads and business units in reviewing and proactively collaborating with them to improve profitability.

Assisting with the preparation of financial audits.

Assisting with the preparation and submission of statutory accounts and similar statutory returns.

R&D cost analysis and reporting

Overhead analysis and reporting

Assisting the Head of Finance with the preparation of budgets.

Helping to ensure key operational systems including Sage are fully up to date and maximized across the business where appropriate and



deliver training where appropriate.

Proactively improving processes and overall efficiency within the Financial Department.

Ad-hoc operational support for other teams and projects when required.

Person Specification:

Essential Criteria

Skills, experience & qualifications	Professional accounting qualification ACCA / CIMA or part qualified
	A lively and enquiring mind with a logical approach to work, combined with analytical problem-solving skills.
	A methodical and diligent approach to work.
Team working	A strong team player with energy and enthusiasm to help achieve the group's plans for growth.
Communication – written & verbal	Confident and highly personable with strong communication skills and interact effectively with all levels of the business.
	Ability to explain complex financial information in a clear way.
	Highly numerate and excellent attention to detail.
	Excellent written and verbal communication.
Management – including self-motivation & time management	Ability to work to tight deadlines.
	Ability to work under pressure.
IT	Strong knowledge and experience in the use of accounting and Microsoft packages including Excel advanced skills.
Other	

Desirable Criteria

Skills, experience & qualifications Degree in accounting qualification or equivalent

Team working

Communication – written & verbal The ability to communicate through the medium of the Welsh language

Management – including self-motivation & time management

IT Experience of using Sage 200 accounting system.

Other Ability to speak Welsh

Document History

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A

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