



Job Title: Management Accountant – North Division

Based: Dereham with travel to other depots around East Anglia as necessary.

Department: Finance

Reporting to: Finance Manger

Responsible for: North Division Management Accounts

Key Responsibilities

- Support timely & accurate production of monthly management accounts.
- Support the development of financial processes and controls.
- Support monthly cost reviews to ensure good control of costs.
- Assist with trend and variance analysis and provision of performance commentary.
- Weekly KPI maintenance and production.
- Weekly performance report maintenance and production.
- Balance sheet reconciliations and cash management.
- Park & Ride Accounts, Variance Analysis & Reporting
- Ad-hoc reporting and analysis support as required.

There is an appreciation and acknowledgement that there will be a learning curve for the candidate to overcome to get a full understanding of the business and to be able to take on the responsibilities above. The expectation would be that the candidate would be performing the above with some supervision (if required) initially before presenting all aspects for review.

Key Tasks

- Work with all departments to ensure all information required to produce the Management Accounts is delivered in defined timescales.
- Input information into Oracle.
- Reconcile balance sheet accounts.
- Periodic reviews of Sales and Purchase Ledger accounts.
- Reconcile and report intercompany returns.
- VAT Returns.
- Fixed Asset Register Maintenance.
- Provide cover for holidays and sickness within the department.
- Dealing with queries from within the company, group and external sources.
- Undertake additional assignments from time to time.

Knowledge and Skills

- Excellent organisational and administrative skills (particularly with spreadsheets).
- Previous experience of management accounts, budgeting, planning and forecasting principles.
- Ability to work under own initiative or under instruction.
- Good communication skills both written and verbal.
- Ability to work to deadlines.
- Self starter and highly motivated.
- Ability to undertake varied work at short notice.
- Good sense of humour and a flexible approach to varying workloads.
- Oracle experience an advantage as would knowledge of the bus industry.

Qualifications

- AAT Level 3 qualified onwards

Salary and benefits

£20k - £25k Depending on Experience & Qualifications

25 Days Annual Leave

Contributory Group Pension Plan

Friendly & interactive team environment

How to apply

Applications should include a copy of your CV, which should be accompanied by a covering letter.

Please send these to recruitment@goeastanglia.co.uk. The closing date for this position is 14/06/2019.