

JOB DESCRIPTION

JOB TITLE: ASSISTANT MANAGEMENT ACCOUNTANT

Reporting to: Head of Finance

Salary: £26,936 to £27,898 depending on experience

JOB PURPOSE

To support the Head of Finance in providing a comprehensive, efficient and high quality finance function for the Group.

MAIN DUTIES AND RESPONSIBILITIES

- 1 To assist with the provision of monthly management accounts, commentary and variance analysis for all companies.
- 2 To ensure that the accounting practices of all companies are co-ordinated to ensure efficient consolidated reporting.
- 3 To manage the monthly payroll process ensuring the payment of staff salaries in a timely and accurate manner together with all deductions and employer charges,
- 4 To complete VAT returns for all companies.
- 5 To oversee appropriate invoicing processes and oversee credit control and debt collection processes.
- 6 To assist in the preparation of an annual group budget and longer term financial plans.
- 7 To assist in the preparation of cash flow projections.
- 8 To assist with the maintenance of appropriate finance systems and records with documented procedures.
- 9 To assist with the preparation of end of year financial statements and annual audit process for all companies
- 10 To assist with the completion of tax and pensions year end returns and audits.
- 11 To maintain accurate records for projects. Maintaining costing record for projects, including the allocation of salaries and the apportionment of overhead costs and claiming of funds.
- 12 To assist with the finance requirements of contracts undertaken by the companies..
- 13 To maintain the fixed asset register, managing additions and disposal, ensuring depreciation/amortisation is accounted for in accordance with company policies.
- 14 To agree with direct reports their own personal targets and objectives.
- 15 To assist with the provision of ad hoc financial management information.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be determined by the Head of Finance

The post holder will be expected to adopt a flexible approach to ensure the efficient and effective running of the Group.

OTHER DUTIES

- 1 To ensure awareness of and compliance with all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of Health and Safety legislation.
- 2 To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by emfec for individual or collective use in the performance of duties.
- 3 To keep up to date, so far as is necessary for the efficient execution of the job, with new legislation, procedures and methods and ensure that members of the team undertake appropriate training and development.
- 4 To participate in the Group's appraisal process and to undertake appropriate training/development to ensure up-to-date knowledge and practices are applied and maintained for the efficient and effective performance of the job and to support the Group's strategic objectives.
- 5 To uphold and promote the Group's Equal Opportunities and Diversity policies and practices.
- 6 To present an appropriate professional image in official Group business.

TERMS AND CONDITIONS

The post is subject to the terms and conditions determined by the Skills and Education Group.

August 2021