JOB DESCRIPTION 

**JOB TITLE:** Trainee Management Accountant/Report Writer

**DEPARTMENT**: Finance

**LOCATION**: Bromborough, Wirral

**WORK HOURS:** 8.30am – 5pm

**REPORTING TO**: Financial Controller

**ROLE**: To work within the Finance department, supporting the financial team in reporting monthly management and financial accounts in a timely fashion and to maintain the culture of continuous improvement and accuracy of the Balance Sheet. Undertake ad-hoc financial projects to identify and reporting trends and monitor performance of the business using excel and Power BI.

**MAIN PURPOSE OF THE JOB**

1. To undertake daily transactional work on cashbook and bank reconciliation.
2. To support the management Accountant in the preparation of monthly management accounts.
3. To support the Financial Controller in the preparation of year end accounts.
4. To undertake Balance Sheet reconciliations and maintain supporting files and documentation.
5. To assist in the development of operational efficiency through the use of process maps, report preparation and data analysis using excel and Power BI.
6. To liaise with the management team on financial performance on selected customers and provide income statements, variance analysis and commentary.

**MAIN TASKS AND ACTIVITIES**

1. To ensure that balance sheet reconciliations are completed before closure of the accounts.
2. To investigate cost and variances and seek guidance on accounting treatment.
3. To maintain the capital expenditure file and Fixed Asset Register.
4. To maintain the lease cost file.
5. To maintain the prepayments file.
6. To provide back-up and cover to other departmental staff including but not limited to bank reconciliations, expenses processing, petty cash, etc.
7. To develop Power BI reporting and ensure that the reports meet business needs.
8. To support operational personnel in costing new work by evaluating P&L’s and giving feedback on viability.
9. Any other reasonable task as may be required from time to time during your training and development.

**SKILLS AND EXPERIENCE**

1. Use of Sage 200
2. Fluent in the use of Microsoft Office applications particularly excel
3. Basic understanding of book keeping and financial processes
4. Basic understanding of Power BI
5. Good level of written and oral communication
6. ACCA/CIMA part qualified

**PERSONAL PROFILE**

1. Tenacious and resilient
2. Team Player
3. Able to work on own initiative
4. Able to work under pressure to meet deadlines
5. Have a can do attitude