

**JOB SPECIFICATION**

**Job Title**  Management Accountant

**Salary** Depending on experience

**Job Purpose** Responsibility to prepare, develop and analyse key financial information to enable management to make well informed decisions regarding future strategy of the company.

**Key Responsibilities**

* Preparation and timely reporting of monthly management accounts
* Involvement in the calculation of budgets and financial forecasting
* Undertake detailed variance analysis of performance against budget
* Produce regularly updated product costings
* Involvement in customer tender processes
* Undertake product and customer profitability analysis
* Review promotional pricing and performance
* Preparation, calculation and analysis of Key performance indicators (KPIs)
* Participate in the implementation and development of the company’s new ERP software system to improve and enhance financial process control and quality of information.
* Responsibility for month end and year end procedures on our accounting software
* Involvement in the year-end audit, and liaison with our external Auditors
* Develop and improve internal financial controls and ensure adherence
* Responsibility for and control of the part master information contained in the ERP software.
* Provide a financial support service to other managers and departments.
* Any other reasonable duties as may be required.

**PERSON SPECIFICATION**

**Job Title:** Management Accountant

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications/**  **Attainments** | * Experienced Management Accountant with Degree in Accountancy or related discipline | * 3+ years’ experience |
| **Relevant Experience** | * Experience of product costings and variance analysis | * Previous experience gained in other accounting roles * Experience from within a manufacturing environment |
| **Skills and Competencies** | * Evidence of effective planning, organisational and time management abilities * Excellent communication skills both written and verbal * A problem solver with the ability to analyse and understand complex financial information * Expert knowledge of MS Excel * IT proficient | * Ability to confidently engage with employees, from shop floor to Director level * Ability to translate the meaning of financial information for non-finance managers and staff * Experience of ERP Implementation would be a distinct advantage |
| **Circumstances** | * Able to work flexibly as required to meet business needs |  |