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|  ROLE PROFILE |
| Job title | Assistant Accountant – Reporting & Systems | Date | 12 April 2024 |
| Business | Ginsters |
| Department | Finance |
| Location | Plymouth (but with hybrid working) |
| ROLE SUMMARY  |
| Ginsters are a market leading brand in the Savoury Pastry Category, with huge growth ambitions over the next five years. Based in the vibrant, recently renovated Royal William Yard in Plymouth, the Brand looks to bring innovative solutions to a classic food Category and an exciting opportunity has arisen in the Finance team to be a part of this success. The Assistant Accountant role will be the main Finance representative and subject matter expert for Ginsters reporting and systems. They will play a pivotal role in the day to day running of the Finance function and reporting of the business, providing clarity and insight as to the what and the why. This role sits within a team of three working in the Finance department of Ginsters and will have the opportunity to own and drive change across the business whilst also gaining exposure to an exciting, fast paced, commercial environment. |
| REPORTING STRUCTURE |
| Reports to | Head of Finance |
| Direct & indirect reports | None |
| Key internal stakeholders | Head of Finance, Commercial Finance Manager, Commercial Team, Marketing Team, Savoury Pastry Category Finance Team, Group Shared Services |
| Key external stakeholders | n/a |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES |
| * Fully responsible for producing Daily, Weekly and Monthly Financial reports using Excel and Power BI in a timely and accurate manner.
* Become a Power BI/reporting subject matter expert for Ginsters in order to assist team members with building, maintaining and delivery of financial and non-financial reports.
* Identify and drive process improvements, in order to provide more accurate and timely financial information.
* Responsible for completing month end Sales and Overrider reconciliations between the sales forecasting system and AX (our Finance ERP system).
* Finance Super User of the sales forecasting system, which includes ensuring Ginsters Users have received adequate training and support to use the system correctly, ongoing maintenance of the system and ensuring all data within the system is accurate.
* Administration of Commercial Terms, Overriders, Promotional Support and the Promotional Calendar within the sale forecasting system.
* Assist the Commercial Teams and Sales Order Processing Teams with invoice queries, price discrepancies and other queries that affect invoicing and payments.
* Support the Marketing team with monthly reporting of their costs in order to help provide insight to their spend, cost ownership and accuracy of budget and forecasts vs actuals. Provide further support to the Marketing department where required.
* Support the Head of Finance and Commercial Finance Manager with any other ad-hoc duties as required.
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| KNOWLEDGE & UNDERSTANDING |
| * Experience of working in a Finance Team with a bias and keen interest in reporting tools and systems
* Has a good level of knowledge and understanding of month end tasks and can demonstrate experience of completing reconciliations, journals and other month end tasks.
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| Part qualified accountant (CIMA/ACCA/ACA) or qualified by experienceVery confident in using Excel including ability to create VLOOKUP’s/Pivot Tables/SUMIFS and working with large datasetsExperience of using ERP finance systems or Commercial forecasting toolsPower BI skills are desirable but not necessaryAble to work without close supervision and take responsibility for their own deliverables, working to deadlinesAnalytical and logical thorough approach to all tasks |
| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS |
| **Competency** | **Descriptors** |
| Values People | *Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.* |
| Customer Focus | *Is passionate about quality, striving to continuously make a positive difference for our customers and our consumers.* |
| Collaborative Team Working | *The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with our Purpose Statement and Company Values.* |
| Flexibility & Adaptability | *The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.* |
| Initiative & Taking ownership | *Steps up to take on personal responsibility and accountability for tasks and actions in line with our Purpose Statement and Company Values.* |
| Drive for Excellence | *Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.* |
| Resource Management | *Effectively manages resources and cost drivers to achieve sustainable productivity and profitability.* |
| Technical Expertise | *Has the skills, knowledge and experience required to excel in own area of specialism and the willingness to further grow and develop.* |
| Self-Management | *Uses a combination of feedback and reflection to gain insight into personal strengths and weaknesses, so that own time, priorities, and resources can be managed to achieve goals.* |