

|  |
| --- |
|  ROLE PROFILE |
| Job title | Assistant Financial Accountant | Date | 22/10/2024 |
| Business | Kettleby Foods |
| Department | Finance |
| Location | Melton Mowbray |
| ROLE SUMMARY  |
| We have the opportunity for you to join our team as an Assistant Financial Accountant. You will support the financial accountant with the preparation of the monthly accounts, preparation of journals, account reconciliations, overhead analysis, budgeting and forecasting as well as other ad-hoc duties. You will be a pro-active and flexible individual who can add some real value to the finance team, working closely with and supporting other key functions, providing accurate, timely and insightful information to various budget holders. |
| REPORTING STRUCTURE |
| Reports to | Finance Manager |
| Direct & indirect reports | None |
| Key internal stakeholders | Budget Holders, FM, HOF (Operations), FD, Internal Auditors.  |
| Key external stakeholders | External Auditors, Office of National Statistics |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| • Assist FA in the preparation of the monthly management accounts, including reconciliation to weekly accounts and variances analysis.• Work closely with the budget holders to control spends and ensure costs are in line with targets.• Working closely with the Shared Service Team.• Liaising with external and internal auditors.• Journals, accruals and prepayments processing.• Balance Sheet Reconciliations • General day to day accounting responsibilities: journal postings on our AX system, reconciliations.• Assist in the preparation of budgets and forecasts.• Fixed asset register maintenance. |
| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| • AAT qualified/Accountancy Degree or Qualified by Experience, ideally working towards an accountancy qualification.• Experience of Industry accounts, preferably financial accounts within a manufacturing environment.• Advanced MS Excel knowledge (V/H Look Ups, Pivot Tables) as well as competent in other Microsoft office programmes.• Experience with using Power BI would be beneficial.• Experience of using accounting systems, with Aurora or Microsoft AX experience being an advantage.• A team ethic, self-drive, determination and a strong sense of logic.• Strong communication skills demonstrating ability to communicate in a professional and effective manner at all levels.• A proven analytical approach.• A flexible and positive approach to work. |
| 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 | *Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success* |
| 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 PQP and Federalism.* |
| 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 PQP and Federalism.* |
| 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.* |