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|  ROLE PROFILE |
| Job title | Assistant Financial Accountant | Date | June 2025 |
| Business | Shared Services |
| Department | General Ledger |
| Location | Callington, Cornwall |
| ROLE SUMMARY  |
| The Finance Shared Services team is responsible across all business categories for all aspects of transactional finance. This role sits within the Financial Accounting & Tax team under General Ledger where the key focus is control and compliance. The right candidate will support processes for ledger controls, VAT, intercompany and fixed assets for a subset of Samworth Brothers businesses alongside wider compliance requirements. Ideally working towards or having achieved an AAT qualification, this role would suit someone with some experience of working in a finance team who is keen to develop and willing to embrace change. |
| REPORTING STRUCTURE |
| Reports to | Senior Financial Accountant |
| Direct & indirect reports | None |
| Key internal stakeholders | Shared Services Teams, Site Finance Business Partners, Group Finance, IT |
| Key external stakeholders | Auditors, Suppliers, Customers, Tax Advisors, HMRC |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| * Supporting on a subset of Samworth Brothers businesses in ensuring compliance with the month-end timetable and closing ledgers across accounts payable, accounts receivable, fixed assets and the general ledger
* Preparing VAT returns
* Reconciling and forecasting the group intercompany position
* Maintaining fixed asset registers, including the creation, disposal and depreciation of assets as well as annual verification
* Preparing GRNI reconciliations
* Preparing balance sheet reconciliations for relevant accounts
* Ad hoc financial accounting and tax related tasks and support for wider improvement projects
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| * Ideally working towards or having achieved an AAT qualification (with apprenticeship options open to the right candidate)
* Previous experience of working in a finance team
* Strong Excel skills and some knowledge of ERP systems desirable
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| 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 your 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 personal responsibility and accountability for tasks in line with our purpose statement and our Company values.* |