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| ROLE PROFILE | | | |
| Job title | Management 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 Management Accounting team under General Ledger where the key focus is accurate and timely financial reporting. The right candidate will take responsibility for journals, reconciliations and accounting support for a subset of Samworth Brothers businesses alongside wider reporting requirements. Ideally holding an AAT L4 qualification or above, this role would suit someone who has worked in a similar role for a medium to large organisation in the past, is keen to develop both self and colleagues and is willing to embrace change. | | | |
| REPORTING STRUCTURE | | | |
| Reports to | Senior Management 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 | | | |
| * Taking the lead for one or more Samworth Brothers businesses in management accounting tasks, ensuring compliance with the month-end timetable and liaising with Finance Business Partners and Group Finance as required * Preparing and posting prepayments and accruals * Analysing and posting payroll * Preparing and posting other journals as required * Calculating and coordinating intercompany recharges * Preparation of monthly balance sheet and P&L and, in some cases, full accounts for business review * Preparing balance sheet reconciliations for relevant accounts * Driving actions from GRNI review * Reviewing weekly payment runs * Supporting Site teams with budget preparation and year-end reporting requirements * Liaison with internal and external auditors * Preparing KPI presentations for all SSC teams * Supporting and developing Assistant Management Accountants as required * Ad hoc management accounting related tasks and support for wider improvement projects | | | |
| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE | | | |
| * Minimum AAT L4 (with potential opportunities for further professional development) * Previous experience of working in a similar role within a medium to large organisation * Strong Excel skills and good working knowledge of ERP systems with MS Dynamics AX/365 desirable | | | |
| 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.* | | |