

# SAMWORTH BROTHERS

ROLE PROFILE			
Job title	Assistant Management Accountant	Date	Nov-24
Business	Walker & Son		
Department	Finance		
Location	Charnwood Bakery		
ROLE SUMMARY			
To support the business with detailed and accurate Weekly & Month End Accounts and reporting. To challenge spend and improve efficiencies across performance of materials, labour, distribution, and overheads.			
REPORTING STRUCTURE			
Reports to	Bakery Management Accountant		
Direct & indirect reports	N/a		
Key internal stakeholders	Bakery Operations, Continuous Improvement & Planning Teams, Group Finance, Procurement, Departmental Overheads Owners		
Key external stakeholders	External Auditors		
SKILLS & ABILITIES			
<ul style="list-style-type: none"> <li>Strong communication skills within team and wider stakeholders, business partnering and providing commentaries to assist with understanding of the numbers</li> <li>Able to efficiently handle large volumes of data into meaningful analysis</li> <li>Work under pressure, working to and achieving tight deadlines</li> <li>Critically evaluate and challenge existing processes, with passion for continuous improvement</li> <li>Work as part of a close team, providing assistance where necessary to ensure the team achieves its deadlines and goals</li> <li>Diligent approach towards ensuring accuracy and integrity of reporting through appropriate interrogation and review</li> <li>Flexibility to cover tasks when other team members are not available</li> <li>External audit support where required</li> </ul>			
KNOWLEDGE & UNDERSTANDING			
<ul style="list-style-type: none"> <li>Understanding of reconciliation procedures - month end and weekly submissions</li> <li>Understanding and preparation of manufacturing variances across materials and labour (price and efficiency) for reporting to wider business</li> <li>Understanding application of financial controls</li> <li>Strong knowledge of Microsoft software suite, especially Excel</li> </ul>			
QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE			
<ul style="list-style-type: none"> <li>Part qualified, working towards completion of accounting qualification (with funded support)</li> <li>Experience in manufacturing finance desirable but not essential</li> <li>Power BI experience desirable</li> </ul>			

**CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS**

<b>Competency</b>	<b>Descriptors</b>
Values People	<i>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.</i>
Customer Focus	<i>Is passionate about quality, striving to continuously make a positive difference for our customers and our consumers.</i>
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.