

<b>JOB TITLE</b>	Management Accountant
<b>LOCATION/ DEPARTMENT</b>	Head Office – Little Blakenham, Finance Department
<b>REPORTS TO/ SUPERVISED BY</b>	Finance Manager

## KEY TASKS AND RESPONSIBILITIES (JOB CONTENT):

### *Main job duties:*

- ✦ Preparation and initial review of monthly management accounts pack for presentation to the Finance Manager, including profit & loss / balance sheet reconciliation and review.
- ✦ Involvement in projects, for example production of year-end financial audit documentation
- ✦ Preparation of departmental reports, for example analysis of invoice volumes to assist with resource planning and cashflow
- ✦ Preparation of the quarterly VAT return and associated monthly EC Sales List
- ✦ Maintenance of fixed asset register
- ✦ Close communication and liaison with other departments within IPRS to ensure the smooth running and continuous improvement of financial processes.

### *General/Additional Duties:*

- ✦ To undertake any other financial duties as necessary to maintain the smooth-running of the department.
- ✦ Provide quality customer service to all IPRS's internal and external customers, and to respond to all enquiries in a professional and courteous manner.

## QUALIFICATIONS, TRAINING AND EXPERIENCE:

- ✦ AAT Qualified or qualified by experience **(E)**
- ✦ Knowledge of Access Dimensions or similar accounting software **(D)**
- ✦ Computer literate with good Microsoft Excel and Microsoft Word **(E)**

## SKILLS AND ABILITIES:

- ✦ Strong effective communicator both written and verbal
- ✦ Personal efficiency, time management skills and the ability to prioritise deadlines
- ✦ Ability to work effectively in a team and independently where required

<b>DBS check required:</b>	Yes (Basic)
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Date:

December 2020