**Management Account | Head Office | £26,000 - £28,000 per annum**

An opportunity to join an established and dynamic finance team in a global market leader that distributes to over 40 countries worldwide. You will have the opportunity to develop your career in this role with genuine progression opportunities available.

**About the Role**

As a Management Accountant you will be responsible for preparing monthly management accounts, reports and variance analysis, bank reconciliations, VAT returns, sales reporting and analysis, annual audit / tax pack requirements and other ad-hoc finance tasks as and when required.

Main duties (but not limited to) …

* Preparation of month end journals
* Conduct full analysis of all P&L accounts
* Preparation of group companies Monthly Reporting Packs (MRP) including commentaries on key variances to budget in line with the month end timetable
* Reconciling all balance sheet accounts on a monthly basis
* Daily sales and bank reconciliations
* Maintaining the fixed asset register
* Completing VAT returns on a quarterly basis
* Intercompany accounts reconciliation
* Assisting on purchase ledger when required
* Monitoring of the debtor ledgers to ensure any outstanding debt is chased and escalated
* Assisting with the annual and biannual company stock takes
* Allocating of cash receipts on cashier accounts
* Completing ‘Office for National Statistics’ questionnaires
* Assisting with the production of weekly sales reports
* Sales reporting and analysis
* Contribute to the annual business planning process
* Assist the year end auditors and all other external Finance consultants, providing answers to any queries in a timely manner

**About You**

* At least two years’ experience in a similar role
* Studying towards ACCA/CIMA (part qualified)
* Excellent Excel skills
* Good IT skills
* Experience of Sage Line 200 (desirable)
* Excellent interpersonal skills
* Excellent time management skills