



## Assistant Management Accountant

**Department:** Finance

**Reporting to:** Financial Controller

**Contract:** Permanent

**Location:** Your place of work will be Farleigh House, Farleigh Hungerford

### MAIN PURPOSE

You will ensure the integrity and accuracy of all information entered onto the Company's accounts. You will also assist in the preparation of the monthly management accounts through financial and commercial analysis. The role will provide support to the Ledger Clerks and Payroll Administrator when required.

### ROLE AND RESPONSIBILITIES

- Working with the Management Accountant to produce the monthly management accounts within an agreed timescale
- Producing financial analysis to assist in the annual budgeting process
- Liaison with budget holders across the business to ensure effective communication and timely and accurate provision of financial information
- Producing financial and commercial analysis across various aspects of the business as required by the Financial Controller and Head of Finance on an ad hoc basis
- Working with the Management Accountant to produce the first draft year end management accounts with accompanying schedules for review by the Financial Controller, and assisting auditors at the Year End Audit
- Ensuring all information is entered into the account's software in a timely and accurate manner with correct budget coding, and where necessary assisting the Ledger Clerks with data entry during peak periods
- Ensuring that sales invoices are raised in a timely manner where a contract has been drawn up and includes staged invoicing
- Ensuring that credit control is actively managed to ensure that debts are collected in a timely manner to strengthen working capital position
- Reconciliation of key balance sheet accounts
- Maintain the Fixed Asset Register; additions, disposals, maintaining hard copies, reconciliation, monthly depreciation calculations
- Assisting with compilation of the P11d file, and accompanying calculation work detailing expenses and benefits
- Occasional processing of supplier payments and expenses during peak periods
- Liaison with various 3rd party stakeholders, including: HMRC, ONS, Bank, Merchant Providers, IT, and others



## WHAT YOU WILL BRING TO THE TEAM

### REQUIRED SKILLS

- Part-qualified CIMA / ACCA accountant with 2+ years industry experience or qualified AAT with 4+ years industry experience
- Strong technical accounting skills and attention to detail are a must.
- Good working knowledge of MS Excel and PowerPoint
- A proactive individual, with excellent organisational skills, including working to deadlines and the ability to prioritise / delegate tasks when appropriate.
- An ability to work diligently and autonomously, with a proven ability to work effectively within a team
- Due to remote location of Head Office, and poor public transport links, it is important that the candidate has their own mode of transport

### DESIRED SKILLS

- Experience of Sage 200 or similar accounting systems
- Experience of producing cashflow forecasts and analysis
- Advanced Excel skills

### BATH RUGBY VALUES

#### *Can-Do, if it can be done*

- We do everything we possibly can, in line with the ambition and aims of the club
- We do it on time and to the best standard
- We are known for being dependable
- We don't promise things we can't achieve
- We talk '*Above the Line*' at all times

#### *Care*

- We are proud of what we do
- We feel an emotional connection with the club and want to be part of its success
- We have integrity and do the 'right' thing
- We respect and look after our colleagues

#### *Relentless to Improve*

- We steal others' great ideas with pride
- We break the boundaries
- We learn and develop to become experts in our field
- We teach, role model and develop our colleagues

#### *Tight as a Team*

- We are tight and have each other's backs
- We support each other in their jobs
- We are considerate of the challenges others face
- We collaborate, communicate, and socialise with other departments



## HEALTH AND SAFETY

- To comply at all times with the Health & Safety regulations and safe working practices in accordance with current legislation and as detailed in the Company's Health & Safety Policy and Procedures.
- To comply at all times with the General Data Protection Regulations in accordance with current legislation and as details in the Company's Privacy Policy.

*It should be noted that the job description may be changed from time to time as the business or department develops. Such changes will, however, be discussed with you.*

**Signed** – Job Holder:

**Signed** – Immediate Manager:

**Date:** 12/08/2022

## BENEFITS



*\*subject to date and kitchen staff availability/schedule*