**Accountant – Maternity Cover**

Our client is a global award-winning engineering company and they are looking for an Accountant for a full-time maternity cover. The position is likely to be for a year but could be extended. The position would suit an ACCA qualified accountant with a minimum of 5 years accounting experience from a manufacturing environment, including stock control and standard costing. You would be responsible for supervising all aspects of credit control, accounts payable, cash management and the provision of monthly management accounts to the Directors for both UK and overseas operations.

**RESPONSIBILITIES**

* Cash and Treasury Management including monthly group cash flow forecasting:
  + Bank reconciliation of multi-currency accounts and month end close of the Cash Book, including revaluation;
* Management Accounts and Month-End:
  + Manage the month end process and ensuring that all Balance Sheet accounts are reconciled;
  + Turnover reconciliation and sales margin analysis;
  + Oversee the Fixed Asset Register with Additions, Disposals and Depreciation;
  + Accruals and other ad-hoc month end journals Preparation of month end accounts for the UK company;
  + P&L Review, to include analysis of manufacturing data including job variance analysis, overhead and efficiency rate;
  + To ensure that we are VAT compliant by submitting a monthly MTD VAT Return.
* Assisting in the preparation of consolidated month end accounts for the group including intercompany elimination of goods and cash in transit;
* Year-End Procedures:
  + Assist in managing the Year End Audit process and liaising with the auditors;
  + Assist in preparation of the annual budget;
  + Assist in gathering information to support our claim for enhanced R & D tax allowance;
* Be a super user for all financial aspects of the Systeline Infor ERP system;
* To manage a team of two Assistant Accountants, including setting objectives and performance appraisals;

**REQUIRED KNOWLEDGE, ESSENTIAL SKILLS AND EXPERIENCE**

* Excellent Excel skills and the ability to manipulate data accurately are essential;
* Knowledge of Infor Syteline or Oracle ERP System a necessity;
* Proven track record of financial problem solving;
* Good communications skills are essential as the candidate will be required to liaise with Directors and other senior staff within the company;
* Working within a small team of four, a flexible, hands-on and team centered approach is required in order to ensure all financial roles are adequately covered when necessary;
* A good team member with previous supervisory experience is preferred.

**PACKAGE**

* A 36 hour week
* Bonus Scheme
* Private pension scheme
* Private medical insurance (subject to 6 months satisfactory service).
* Life insurance (after 6 months satisfactory service)
* 24 days holiday per annum (plus additional Bank Holidays).
* Sickness absence pay (after 6 months satisfactory service).
* Free on-site parking
* Excellent staff facilities including free membership of an on-site gym.

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".