**ROLE PROFILE**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Role Title** | | **Assistant Financial Accountant** | | | | **Location** | | Bristol | | |
| **Business Unit** | | Financial Controls | | | | **Job Family** | |  | | |
| **Reports to Role Title** | | Financial Accountant | | | | **Sub Family** | |  | | |
| **No.Direct Reports** | |  | | | | **Channel** | |  | | |
| **No.Locations** | |  | | | | **Financial** | |  | | |
| **Business Unit Respons.** | |  | | | | **Other** | |  | | |
| **PURPOSE** | | | | | | | | | | |
| An exciting opportunity exists for a talented Assistant Financial Accountant to work within the Financial Controls team.  You will be carrying out accounting duties such as bank reconciliation, cashflow forecasting, Capex, IFRS16, preparation and posting of journals, balance sheet reconciliations, P&L reviews with variance analysis and commentary, assisting with audit, and other ad hoc tasks as required to support the Financial Controls team. | | | | | | | | | | |
| **CORE ACCOUNTABILITIES** | | | | | | | | | | |
| * Daily Bank Reconciliation * Weekly Cashflow Forecast * Preparation and posting of month end journals * P&L review with variance analysis & commentary * Cross functional working with the Commercial Finance team, Accounts receivable and Accounts Payable providing information for the monthly P&L review * Balance sheet reconciliations * Working alongside Commercial Finance on budgets and quarterly forecasting * Assisting with audit tasks * Capex – Reporting & forecasting * IFRS16 – Reporting & forecasting * Processing MDM - new supplier set up and credit checks * Ad hoc tasks, as required to support the Financial Accounting team * Liaising with other departments/entities to obtain necessary information requested to ensure accuracy of your work and resolve potential issues | | | | | | | | | | |
| **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE** | | | | | | | | | | |
| * Wider Finance Team (Commercial, FP&A,, Banking, AP, AR, Group Finance) * Operations | | | | | | | | | | |
|  | **KNOWLEDGE / EXPERIENCE / SKILLS** | | | | | | | | |  |
| * Previous accounting experience, preferably in a similar role * Good Excel skills (Vlookup, pivot tables) * Experience with balance sheet reconciliations * Knowledge of JDE v9.2 accounting software would be beneficial, but not essential * Adaptable, self-motivated, quick learner * Able to time-manage their workload efficiently and meet strict deadlines * Comfortable working to high degree of accuracy, with good attention to detail * Able to work with large volumes of data | | | | | | | | | | |
| **PROFESSIONAL QUALIFICATIONS & EDUCATION** | | | | | | | | | | |
| * Studier of Accounting Qualification / University Graduate | | | | | | | | | | |
|  | **TECHNICAL/  BEHAVIOURAL/ PERSONAL COMPETENCIES** | | | | | | | | |  |
| * Able to work effectively as part of a team, alongside 8 colleagues within the Financial Controls & wider finance teams * Problem solving approach to work * Strong communication and interpersonal skills | | | | | | | | | | |
| **Job Code** | | |  | **Reward Level** |  | | **TW Grade** | |  | |
| **Salary**  **Survey Ref** | | |  | **Career Level** |  | | **Date Created** | |  | |
| **Salary Min** | | |  | **Salary Mid** |  | | **Salary Max** | |  | |