

Management Accountant

- **Maidenhead, Berkshire**
- Salary commensurate with qualifications and experience
- Working hours and days are flexible with a minimum of 30 hours a week required



We are

An independent property consultancy founded in 1986 with eight offices across London and the South of England. We provide surveying and valuation services to individuals and businesses when important property decisions need to be made. Our head office team based in Maidenhead is looking to recruit an experienced management accountant.

The position would suit a qualified accountant though consideration will be given to non-qualified applicants who can demonstrate the necessary experience. Working hours and days are flexible with a minimum of 30 hours a week required.

You are

An enthusiastic, responsible person with an enquiring mind and an interest in the meaning of the accounts they are producing who is capable of planning their own time to fulfil a wide range of duties. The successful candidate will also need to show good attention to detail and thoroughness in the way that you work. You will have a flexible and can-do working attitude, be pro-active, self-motivated and able to multi task extensively to meet on-going deadlines to a high standard.

You will work with and report to the Finance Director. As part of a small team in a growing firm, this is a demanding role that requires excellent competency across a broad accounting skill set and for you to take full ownership of your work and its impact on the business.

The role would suit a qualified accountant with experience of working in a small or medium-sized business, though unqualified accountants who can demonstrate the required experience will be considered.

Main duties of role

- You will have sole responsibility for the day-to-day accounting function of the company including payroll and production of quality management accounts on a monthly basis.

To apply

Please ensure you have read and meet the skills criteria set out overleaf then email your full CV and covering letter to Jane Holmes jane.holmes@kemptoncarr.co.uk

Your covering letter should detail why you are suited to the role and include specific examples of the relevant experience you have in the '*demonstrable experience*' section of the skills criteria.

Deadline 14 June 2019

Please note that only shortlisted candidates will be contacted following application

Management Accountant

SKILLS CRITERIA

Compulsory skill set

- Accounting qualification or demonstrable experience of sole responsibility for accounts in a business with a turnover of over £1m
- Min 3 years accounting experience
- Ability to run a payroll
- Ability to prepare VAT returns
- Willingness to roll sleeves up and carry out all accounting tasks from the most straight forward daily tasks such as inputting purchase invoices to more demanding jobs such as management accounts production and forecasting cash flow
- Willingness to work to an accounting timetable each month
- High level of numeracy
- Process orientated with high attention to detail
- Able to understand and explain the significance of the accounts being produced
- Able to build excellent working relationships with suppliers and colleagues at all levels
- Excellent organisational skills

Compulsory technical skill set

- Excellent working knowledge of Excel
- Working knowledge of Word

Demonstrable experience of:

- Production of management accounts showing full understanding of sales, purchase and nominal ledgers
- Running a payroll
- Preparing VAT returns

Bonus skills:

- Experience of Xero, the on-line accounting system

Management Accountant

JOB SPECIFICATION

NB: This list is not exhaustive & other duties may arise from time to time.

Principal Duties

Daily

- Purchase ledger – input of purchase invoices and payments; make payments and send remittance advices;
- Credit control – chasing old debts
- Bank reconciliations

Monthly

- Expenses – process, pay, send remittances
- Month end journals: accruals, prepayments, depreciation, goodwill, bad debts, petty cash
- Commission calculations
- Balance sheet account reviews and reconciliations: bank, fixed assets, debtors and creditors
- Production of monthly management accounts
- Payroll – process
- Pension contributions – pay
- Pay PAYE

Quarterly

- VAT returns

Annually

- Assist in preparation of annual budgets
- Produce annual management accounts
- Directors' tax returns – assist in the preparation
- Payroll year-end - prepare P60 forms
- P11D forms – prepare
- Class 1A NICs – calculate and pay
- PAYE Settlement Agreement – renew agreement annually, prepare calculations and pay
- Pay corporation tax

Ad Hoc

- Cash flow forecasts
- Cost analyses