



## **Job Title: Management Accountant**

**Job Purpose:** To assist the senior management accountant and deliver to the Head of UK Finance the monthly management accounts pack including producing monthly P&L, tracking and reporting overhead expenses against budgets, reporting on other revenue and reconciling balance sheet accounts.

**Reporting to:** Head of UK Finance.

### **Typical Responsibilities:**

#### **1. Monthly Management Accounts**

- Identify and post all prepayment and accruals journals within the accounting system.
- Reconcile and post the distribution statement.
- Track overhead spend, matching to budget and provide variance analysis.
- Maintain the fixed asset register (posting additions/disposals and running depreciation).
- Maintain/track spend on capex projects in progress.
- Prepare balance sheet reconciliations (specifically prepayments, other debtors, and accruals).

#### **2. Sales reporting**

- Run daily sales reports.
- Full responsibility for monthly digital sales (minor formatting/currency conversions of excel files to import into the sales database) and release auto invoicing within the accounting system.
- Assist with releasing sub-right invoices (auto created) and produce monthly rights reports.

#### **3. Other**

- Update monthly exchange rates on the accounting system and circulating within the group.
- Completion of National Statistic forms
- Completion of P11d's and other annual reports/returns as required.
- Assist with VAT/EC sales and Intrastat returns.
- Assist the Head of UK Finance with various ad hoc task.

### **Skills, Knowledge & Experience:**

- Strong analytical and numerical abilities



- Comfortable with IT systems.
- Intermediate Excel (v-lookups, pivot tables, formatting)
- Good oral and written communication skills
- The ability to work as part of a team
- Accuracy and an eye for detail.

#### **Key Performance Indicators:**

- Timely and accuracy in reporting the monthly management pack together with the various sales reports outlined above.

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.