**Job Description**

**Group Accountant**

|  |
| --- |
| **Job Details** |

|  |  |  |
| --- | --- | --- |
| Reporting to: Director |  | Date: 1st February 2018 |

|  |  |  |
| --- | --- | --- |
| Department: Accounts |  | Location: Wokingham |

|  |
| --- |
| Responsible for: Group Accountancy function |

|  |
| --- |
| **Job Summary** |

The Group Accountant is responsible for the provision of a wide range of accountancy and technical support services including the preparation of budgets, budgetary control, closedown procedures and financial advice to managers

|  |
| --- |
| **Key Responsibilities** |

* Ensuring financial systems, controls and processes across the Group meet accounting standards, corporate governance, business needs and consistently deliver management reporting and information that supports effective business decision making
* Embedding consistent reporting frameworks across the Group in order to consolidate at Group level
* Identifying, designing, implementing and consolidating Group management reporting and information requirements to fully support Group initiatives
* Preparing and delivering the year end audit, acting as a point of contact for auditors ensuring that they have access to all required areas of the business and their queries are answered and managing the relationship with the external auditors
* Producing the Group annual and interim reports, ensuring compliance with all financial reporting, corporate governance and statutory requirements, including, where required, IFRS and local GAAP reporting
* Preparing the Group statutory accounts
* Ensuring financial control is applied to the finance function
* Ensuring up to date with technical developments and be able to communicate these to the Senior Management team
* Develop procedures and policies that support the accurate and efficient production of financial results
* Ensure completeness and accuracy of the general ledger
* Producing a Group Accounts on a monthly basis, including income statement, balance sheet, cash flow and capital position
* Providing assistance to and oversee the production of all individual entity financial statements
* Producing technical accounting papers where required
* Maintaining your knowledge with regulatory changes and ensuring the Group is fully compliant
* Monitoring capital requirements and capital surplus / deficits across the business Budgeting and forecasting as required for internal planning and group reporting
* Analysing and communicating variances to budget holders within the Group
* Maintaining and ownership of the Group accounting systems
* Maintaining VAT and other tax processes
* Undertaking Capex investment reviews and communicate the outcome to decision makers within the Group
* Preparing Directors personal financial duties when required

|  |
| --- |
| **Key Skills** |

* Good oral and written communication skills
* Ability to work to a high level of accuracy with particular attention to detail
* Ability to communicate effectively at all levels of the organisation
* Strong written and oral communication skills including presentation skills
* Attention to detail in addition to the ability to ‘stand back’ from the figures
* Ability to prioritise, and deal with pressure and achieve deadlines
* Strong commercial awareness and the impact upon Finance
* Ability to communicate financial information to non-financial management
* Ability to work as part of a small team

|  |
| --- |
| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

|  |
| --- |
| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

|  |
| --- |
| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

|  |
| --- |
| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

|  |  |  |
| --- | --- | --- |
| Name: |  | Date: |

|  |
| --- |
| Signature: |

**Manager:**

|  |  |  |
| --- | --- | --- |
| Name: |  | Date: |

|  |
| --- |
| Signature: |