

Trainee Management Accountant

Basic Job Information

Job Title	Trainee Management Accountant
Brand/Function	Finance & Legal
Department	Central Finance
Job Grade	Graduates
Location	Blakelands
Role Reports to	Financial Reporting Manager
Direct Reports	0
Budget Accountability	0

Job Purpose

Trainee accounting resource supporting the management accounts function, working with the Financial Reporting Manager to ensure accurate reporting.

Key Areas of Responsibility

- Month End Close Processes – ensuring that journals are booked on time and the process is completed in the prescribed timetables. Also ensuring that all accounting meets the relevant IFRS standards by liaising with Financial Reporting Manager.
- Balance Sheet Reconciliations – Completing all relevant recs monthly and review with Brand Controller. Maintaining standard costs rates for automatic provisions.
- Forecast – Consolidate and upload relevant financial forecasts into the SAP finance system, ensuring complete accuracy.
- Audit Deliverables – Responsible for dealing with all assigned audit queries, supplying all assigned deliverables in a timely manner.
- Support wider finance function with any ad hoc data requests and analysis requests.

Compliance Responsibility

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Working Relationships

- Financial Reporting Manager
- Management Accountants
- Finance Assistants
- Brand Controllers

Skills

- Excel proficiency – good working knowledge of Microsoft Excel
- Ability to manage own workload and meet prescribed deadlines
- Ability to build relationships with key stakeholders
- Effective communication

- Process improvement mindset

Experience

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Qualifications

- Intention to study ACCA/ CIMA
For ACCA entry – you must have either achieved the ACCA Diploma in Accounting and Business (RQF Level 4), the AAT professional Diploma in Accounting or have a relevant accounting or finance qualification at degree level.
For CIMA entry – As above for AAT or relevant Degree in Accounting or Business.

Career Pathways

- Management Accountant

Version Control

Date	Version No.	Reviewed by	Comments/Action
August 2022	1	Central Finance	
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