

Role specification.

Role Title: Assistant Management Accountant

Region(s)	Head Office (Manchester Green)
Reports to	Management Accountant
Contact	hr@assetzcapital.co.uk
Salary	Dependent on experience, plus benefits (see below)

Role Purpose

A fantastic opportunity has arisen for a pro-active, ambitious and hardworking Assistant Management Accountant to join our professional and growing Business Finance Team.

Based at our Head Office, you will be capable of working independently and as a member of a team. You will have a flexible approach and the ability to prioritise and manage a busy workload to meet challenging deadlines. The role requires you to be pro-active and have strong analytical and problem-solving skills.

Assisting in the production of the monthly Management Accounts, assisting in the day-to-day operations of the Business Finance Team and assisting in the year end audit are all key elements of this role. If you have experience of working in a fast-paced Finance department and are looking for a new and exciting challenge, we would love to hear from you.

Responsibilities

As the Assistant Management Accountant, you will be responsible for the following:

- Month end journal postings
- Balance sheet reconciliations
- Assisting in monthly Management Accounts production, including group consolidation
- Management account variance investigations
- Bank reconciliations
- VAT returns
- Maintaining the fixed asset register
- Assisting with the year end audit
- Ad hoc duties as required
- Covering for other members of the team when necessary.

Skills and knowledge

Essential:

- AAT qualified and/or part qualified CIMA / ACCA
- Experience of using accounting software such as SAGE
- Strong excel skills
- Experience of working in a finance department
- Experience of working in an FCA (or similar) regulated environment
- Understanding of accounting processes and procedures
- Able to demonstrate initiative and work to tight deadlines
- Excellent verbal & written communication
- Excellent organisational skills, motivated and pro-active.
- Keen to learn new skills, processes and systems.
- Excellent attention to detail

Benefits

- 23 days holiday, rising to 25 plus statutory bank/public holidays
- Birthday Leave
- Exam study leave
- Professional qualification study support
- Hybrid working
- Flexible Working Hours
- Pension Scheme
- Healthcare benefits
- Life cover
- Staff Share Pool Bonus Plan
- A relaxed and committed environment supported by an enthusiastic team

Main Office

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