

JOB DESCRIPTION

Job Title: Management Accountant

Purpose of Job:

As the Management Accountant, you will report to the Financial Controller and will be part of a team responsible for delivering all aspects of management accounting including cost management, cost accounting and control, variance analysis and budgeting and forecasting.

Location: Watchfield, Swindon

Reporting to: Financial Controller

RESPONSIBILITIES:

- Responsibility for preparing the monthly Management Accounts for PPM Ltd and its US subsidiary, including reporting and commentary, variance analysis, balance sheet reconciliations.
- Performing and controlling monthly analysis of P&L movements.
- As part of a regular reporting cycle, providing prompt, clear, comprehensive reporting summarising monthly performance.
- Assisting with the coordination of month end tasks for the team, and managing one subordinate directly.
- Management of the day-to-day finance functions such as AP and AR, bank accounts, credit control, WebExpenses, assets etc.
- Daily finance administration including ownership of the accounts mailbox.
- Monitoring individual company and PPM Group performance against budgets.
- Cashflow forecasting in three currencies (GBP, EUR, USD).
- Timely processing and reconciliation of payroll, pensions and PAYE/NI transactions and interaction with the BAE SiP portal.
- Working with HR to ensure headcount numbers and costs are accurately reflected in the right cost centres and planned headcount changes are fully reflected in future cost forecasts.
- Heavy involvement in preparation of annual budgets and forecasts and quarterly reforecasts.
- Assisting in pulling together information for annual statutory audit and interim reporting.
- In conjunction with the Financial Controller, delivering on finance specific projects, such as systems and control improvements.

SKILLS/EXPERIENCE

- Professionally qualified accountant (ACA, ACCA, CIMA or equivalent) with demonstrable management accounting experience.
- Excellent proficiency in Microsoft Office including advanced excel.
- Experience in using Sage Payroll and ERP accounting software/systems.
- Highly organised and methodical, with accuracy and attention to detail.
- Proactive, strategic and a multitasker.
- Integrity to handle confidential information.
- Significant experience in financial cost management and analysis.
- Ability to work collaboratively and provide appropriate challenge and insight, often under time pressure.
- Ability to handle multiple concurrent tasks, often to tight deadlines.
- Ability to work effectively with people from different areas of the business.
- Inquiring approach, constantly challenging the status quo and seeking improvements to existing methods or alternative routes to achieve business goals.
- Enjoy challenges and finding solutions.
- Proven experience in an analytically focused role.

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