

JOB DESCRIPTION

Job Title:	Management Accountant	
Full or part-time role:	Full time - 40 hours per week	
Company:	Supacat Ltd	
Main purpose:	To Prepare Accounts, budgets and reconciliations for UK companies	
Issue & Date:	V2	20-04-2022

SC Group encompasses a group of companies within the UK and Australia who design, manufacture and deliver special purpose machines and equipment. As an employee within the UK Group of companies you should work as part of the team, be flexible in your approach to your work and fulfil any reasonable request to do tasks that may arise and is within your capability. However, the information below provides details on the key responsibilities of your role.

KEY AREAS	Key Responsibilities	Other Responsibilities
	<ul style="list-style-type: none"> Maintain and further develop the monthly management reporting pack for the group companies to provide accurate and informative management information for the directors Work closely with the Finance team to ensure that costs are accurately reported Work closely with the project managers on a monthly basis to ascertain the correct levels of work in progress at each period end Maintain monthly balance sheet reconciliations Provide support for the production of the statutory accounts for the group companies Provide year end support for auditor requirements Ensure VAT is being correctly accounted for on all transaction types Support accounts payable and receivable with details specific information Monitor and control long term projects Prepare, manage and report against budgets and forecasts for the group companies Review and maintain the company's processes and procedures to ensure the effective use of the ERP system. Gain an in-depth and hands on comprehension of the manufacturing module of the ERP system to ensure its use is maximised Analyse performance not only in terms of cost but also resource and time Providing detailed and accurate reports across the business in a regular and timely manner. Regularly review open projects with the project managers and ensure that relevant projects are collecting costs accurately and completed appropriately 	<ul style="list-style-type: none"> To understand and use the Company Handbook and follow the Company's policies with regard to Quality, Health and Safety, Security and IT where appropriate. Your role may be subject to Data Protection Act and Official Secrets Act. Confidentiality must be maintained at all times. To maintain an awareness and observation of Fire, Security and Health and safety regulations. Ensure all personal data is managed in accordance with GDPR and company policy

Employee	Name:	Signature:
		Date:
Manager	Name:	Signature:
		Date:

PERSON SPECIFICATION

	Essential	Desirable
Work based competencies	<ul style="list-style-type: none"> • Ideally, the individual will have a background knowledge and understanding of engineering businesses • Strong reconciliation and analysis skills • Highly proficient in the use of Microsoft products including; Excel, Word and PowerPoint • Good level of knowledge, understanding and application of integrated ERP systems 	<ul style="list-style-type: none"> • Good understanding of the use of MRP and scheduling within a development and manufacturing environment • Good report writing skills • Ideally, the individual will have a background knowledge and understanding of engineering businesses.
Behavioural competencies	<ul style="list-style-type: none"> • Approachable and dependable • Able to lead and mentor • Logical and thorough approach to record keeping • Able to meet deadlines and control budgets • Drive to achieve quality in all that he/she does • Able to work effectively under pressure 	
Qualifications & experience	<ul style="list-style-type: none"> • Part-qualified Chartered Accountant and/or Qualified by experience • Budget and Forecast modelling • Full account preparation and variance analysis 	<ul style="list-style-type: none"> • A good understanding of production management principles including an in depth knowledge of the application of these within an integrated ERP system. • A good understanding of project management principles including work breakdown structures, project planning and earned value management systems.
Organisational fit	<ul style="list-style-type: none"> • Able to work on an informal basis with colleagues and communicate directly. • Able to work as part of a team. • Communicates honestly, openly and positively. • Able to work on your own initiative and maintain your own motivation. • Has a positive approach to problems. • Recognises the importance of and engages with company values 	<ul style="list-style-type: none"> • Balances creative flair with a disciplined approach and good organisational skills • Has the desire and ability to contribute to the company as a whole.