

## Assistant Accountant (Maternity Cover)

**Role Description:**

To assist and coordinate the day to day running of the company’s financial function.

In this role you will be expected to:

- Ensure the accuracy of financial data
- Administer statutory reporting requirements for the finance team
- Drive forward improvement and efficiencies across the business
- Be the main point of contact for internal customers
- Cover other areas of finance to support the team
- Assist the Finance Manager with any ad-hoc tasks

**Responsible to:** Finance Manager

**Key Results Areas:**

- Management reporting- data accuracy and timeliness
- Statutory compliance
- Finance improvements

Key Responsibilities	Activities
<b>Management Accounts</b>	<ul style="list-style-type: none"> <li>• Ownership of the month end process through coordination of the team to reach month end reporting deadlines with a high degree of underlying data accuracy</li> <li>• Ensure balance sheet accounts reconcile on a monthly basis</li> <li>• Monthly posting of all Nu-Heat UK journals- including, but not limited to, prepayments, accruals and depreciation</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>• Review supplier payment runs and monitor related cash flows</li> <li>• Process intercompany transactions</li> <li>• Review bank reconciliations and resolve outstanding items</li> <li>• Support the distribution team in best practice stock management</li> <li>• Prepare variance reports for the wider management team including ad hoc analysis of expense codes as required</li> <li>• Reconcile all company credit cards on a monthly basis</li> </ul>
<b>Financial Accounts</b>	<ul style="list-style-type: none"> <li>• Lead the preparation for the audit and collation of working schedules.</li> </ul>
<b>Regulatory</b>	<ul style="list-style-type: none"> <li>• Prepare monthly Intrastat</li> <li>• Submit monthly, quarterly and annual ONS returns</li> <li>• Complete quarterly VAT return</li> </ul>

<b>Finance Team</b>	<ul style="list-style-type: none"> <li>• Drive forward change and improvements for the finance department</li> <li>• Cover other areas of finance when team members are on holiday or during periods of greater workload</li> </ul>
<b>Customer Services</b>	<ul style="list-style-type: none"> <li>• Be the first point of contact for internal customers</li> <li>• Ensure that customer service is maintained to the highest standard at all times through the efficient and polite handling of telephone calls</li> <li>• Customer liaison ensuring high levels of customer satisfaction are achieved</li> <li>• Manage a fluctuating workload, ensuring that accuracy is maintained at a high level</li> </ul>
<b>Contribute to Company Development</b>	<ul style="list-style-type: none"> <li>• Improve lines of communication with other Nu-Heat departments so employees know what is required of them and when</li> <li>• Identifying any new procedures which would benefit the department or the company as a whole</li> <li>• Work as part of a team, both within the finance department and across Nu-Heat</li> <li>• Make your manager aware of any new procedures which you think would benefit the company or its employees</li> </ul>
<p><b>Our Values:</b></p> <p><b>Integrity</b> – Doing the right thing to make a difference. Focus on honesty and quality</p> <p><b>Diligence</b> – Taking care of every details to do things the right way. Focus on detail, accuracy and consistent effort</p> <p><b>Empowerment</b> – The freedom to challenge, innovate and improve. Focus on continuous improvement with enthusiasm</p> <p><b>Nurture</b> – caring for our customers and colleagues. Focus on relationships with genuine care</p>	
<p><b>Other Duties</b> <i>The list of job duties within this description is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post.</i></p>	<ul style="list-style-type: none"> <li>• To participate in the company's PDR process</li> <li>• To undertake relevant staff development/training.</li> <li>• To be responsible for the health and safety of self and others.</li> <li>• Make you manager aware of your own training and development needs so that these can be addressed</li> </ul>
<p><b>Key Skills &amp; Knowledge:</b></p>	<p><b>Technical Skill and Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Part qualified accountant or relevant experience</li> <li>• Self-motivated, inquisitive and appetite for continuous learning</li> <li>• Advanced Excel skills</li> <li>• Experience with a medium sized CRM system</li> <li>• Excellent levels of customer service including good written and oral communication skills</li> <li>• Diligence in maintaining and creating accurate records</li> <li>• Ability to work in a calm and methodical manner and meet deadlines</li> <li>• Flexible and adaptable to the needs of the business</li> </ul>