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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Financial Accountant – FTC 12 months | Department | Finance – Accountancy and Tax |
| Function | Finance | Site | Templar House - Thorpe Park, Leeds |
| Date | 5/9/25 | Approved by  (manager) | Mike Ragusa and Temi Ojo |

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| SECTION 2 – JOB SUMMARY |
| The Financial Accountant role plays a key part in the effective and efficient operation of the group finance function. There are 3 Financial Accountants and 1 Assistant Financial Accountant, all of whom report into the Group Financial Controller.  Due to maternity leave, the business is recruiting a 12 month Fixed Term Contract Financial Accountant to backfill this role and pick up daily/weekly/monthly tasks as well as any ad hoc tasks required as part of ongoing projects.  This role is responsible for:   * Monthly reporting of the business results to the US parent via their Oracle reporting platform. To provide further information or analysis to the US parent for either Board review or Stock Exchange Listing requirements, at Quarter ends and Year ends * Management and reconciliation of US GAAP accounting entries * VAT, alcohol duty and import duty accounting and reporting across the business * Updating SOPs for the finance function * Review and analysis of international trade data (imports / exports) * Management and reconciliation of the group’s intercompany balances * Government reporting such as National Statistics * Cash & treasury management * Preparation and review of monthly lease accounting entries * Preparation and review of monthly reconciliations in the above and other areas such as intangibles and investments * Management of finance data for insurance renewals/finance liaison with insurance brokers. * Capex tracking and fixed asset registers * Checking and sending payments * Ensuring the business maintains accurate documentation and controls evidence for SOX compliance * Management of company credit cards * Preparation and posting of period end journals * Actively contributing to group projects alongside the day job   They also play a key role in:   * Liaise with the internal and external auditors to ensure completion of the statutory accounts in a timely manner within the statutory deadlines * Preparation of the businesses corporation tax analysis as required by our tax advisers to prepare the Corporation Tax returns on a timely basis * Working alongside other members of the immediate finance team to provide cover as required * Ad hoc tasks as requested * Ensuring the accuracy and cleanliness of master data |

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| SECTION 3 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | Qualified ACA/ACCA/CIMA with a minimum of 3 years PQE |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | Knowledge of direct and indirect taxes beneficial but not essential  Knowledge of FMCG beneficial but not essential.  Knowledge of SOX and/or US accounting standards would be advantageous.  Experience of a multidivisional business or group would be preferred |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Strong inter-personal skills and organisational skills  Self motivated and driven to succeed.  Proficient in Microsoft Excel.  Strong attention to detail.  Ability to work in a fast faced environment. |

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| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility | Direct/Indirect Budget | Size/Amount |  |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please put description and numbers |  | | |

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| SECTION 6 – CONDITIONS OF ROLE | |
| State any conditions for role  (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | The role is based at Templar House with hybrid working arrangements (min 2 days per week in the office apart from period/quarter/year end when up to full time is required)  Travel to other sites may be required on an ad hoc basis |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 0 |
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|  | Reports to (Job Title) | Group Financial Controller |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
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| SECTION 8 - SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |