

JOB DESCRIPTION

JOB TITLE: Management Accountant (UK)

RESPONSIBLE TO: Finance Director

PURPOSE OF JOB:

To create the monthly financials (MI Pack) for the UK business and divisional P&L's as prescribed by the Finance Director.

To manage the Finance Assistants who will be responsible for the Sales Ledger and Purchase Ledger of the UK business.

To take a lead role in UK Stock management under the tutelage of the FD.

1. Accounting

- Prepare the monthly UK management accounts (MI Pack) together with variance analysis and commentary
- Prepare the monthly UK balance sheet reconciliations to review with the Finance Director
- Correctly account for the UK Fixed Assets including additions, disposals and depreciation
- Create the Year End audit file for WCCTV UK
- Assist the Finance Director in creating the UK annual budget and mid-year re-forecasts
- Assist with the on-going development of Access Dimensions with particular reference to the UK business
- Ensure all processes in relation to the use of Access Dimensions in the UK are robust and that adequate training is provided to the users as required
- Ensure current asset stock is accounted for correctly and that stock counts take place on a monthly basis

2. Compliance and Quality

- Adhere to UK Tax regulations, submit returns and make payments by the required deadlines e.g. VAT returns, EC Sales Lists, PAYE returns
- Process CIS deductions from PAYE payments
- Ensure correct tax treatment when setting up new UK customers and suppliers
- Maintain and develop knowledge around HMRC requirements and statutory reporting
- Ensure the Finance Management Procedure control document and relevant Quality Forms are updated and provide sound internal controls
- Complete National Statistics questionnaires as required.

3. Reporting

- Responsible for internal and external reporting including but not limited to daily management of the Deals Board
- Calculate, check and distribute the deals board margin analysis weekly
- Create value added reporting for the Group and delegate to the Finance Assistants

4. Management and development

- Manage the Finance Assistants and their ongoing Purchase Ledger and Sales Ledger tasks

- Continue to review the development plan for the Finance Assistants
- Conduct regular 1-1's and development review meetings in line with the HR procedure

5. Other Duties

- Calculate and prepare payroll and the monthly, quarterly and annual UK employee bonus calculations
- Oversee the management of the expenses policy and system (Concur)
- Assist in performing monthly stock counts as required by management

6. Projects

Any other duties within the level of competence as requested by the Directors or Senior Management of the Company.

To provide holiday cover to other members of the WCCTV team as required by the Finance Director.

To ensure that all procedures are adhered to as stipulated in the WCCTV Quality Procedures and Quality Policy in accordance with the ISO 9001:2015 standard.

Post Holder :Date :

Manager : Date :