

Financial & Operations Accountant – 1 Year Fixed Term Contract – Maternity Cover

General

The role will support the financial and operations activities within the Company reporting into the Financial Controller. The Accountant will be responsible for the day to day activities of the Financial Accounting function of the finance department. Also hold responsibility for overseeing work from other members of the finance department.

The candidate will be flexible and adaptable to a fast changing, high growth and dynamic results orientated environment and will also have exposure to a Corporate environment.

Preferably application should have a background in preparation of month end accounts and analysis with at least three years' experience working in a similar role.

Critical Responsibilities

1. Reporting & Budgeting
2. Functional Aspects
3. Operations Cost Analysis Support
4. Internal Controls
5. Audit and Tax Compliance

1. Reporting & Budgeting

- Prepare monthly management accounts and reports for the Financial Controller.
- Prepare Analysis & report findings to the Financial Controller, to highlight business issues & recommend actions as necessary.
- Prepare annual budget & rolling forecast excel models and complete variance analysis.
- Complete reports and analysis for Financial Controller and Group on budget submission.

2. Functional Aspects

- Closing out month end procedures including post all monthly GL postings including accruals, prepayments, complete of all monthly reconciliations
- Manage cash flows position and perform IBB transactions when required
- Monitor the control of accounts receivable and payables and deal with any queries arising
- Prepare monthly salary run and review weekly wage calculations
- Calculate BIK on health care benefit for deduction on weekly and monthly payrolls
- Process customer and supplier credit notes as required
- Complete monthly R&D tax credit calculation
- Complete monthly project costs and profitability analysis
- Complete CSO surveys
- Agree monthly commissions to sales agent and dealing with queries
- Review the submissions of Revenue returns (Intrastat, VAT, Payroll Submissions)
- Oversee the maintenance of the Fixed Asset Register
- Prepare grant data for grant applications
- Cross-functional working with Customer Operations, Supply Chain, Production, Engineering and HR teams

Financial & Operations Accountant – 1 Year Fixed Term Contract – Maternity Cover

- Deal with Intercompany and any other queries arising from the Corporate Team
- Perform ad-hoc SAP reporting updates and deal with transaction queries
- Perform other related accounting tasks, as required

3. Operations Cost Analysis Support

- Manage the preparation of Product Costing Model (PCM) & Variance Analysis by product
- Review performance of products on monthly basis
- Assist in special cost analysis or cost reduction reporting, as required
- Review pricing of stocks on SAP and update as required

4. Internal Control

- Monitor and maintain key internal controls within the accounting function
- Identify any general control weaknesses, recommending relevant improvements
- Manage the annual stock count with Supply Chain
- Oversee the running of weekly stock counts and report results

5. Audit and Tax Compliance

- Ensure all account information and reporting is audit compliant
- Prepare accounting working paper when required
- Liaise with external auditors as part of statutory financial audit, assist in preparing supporting documentation and information requests

Requirements

- Qualified Accountant (ACA, ACCA, CIMA)
- Preferably 3 years' experience in a similar role in a manufacturing organisation
- Highly proficient in Microsoft Office, in particular excel
- Excellent written, oral, interpersonal and communication skills
- Experience with SAP or similar ERP systems
- Excellent attention to detail /accuracy
- Adaptable, mature attitude with ability to show initiative
- Ability to work within team environment