



## **Management Accountant / Finance Manager- Manufacturing**

**Reports to:** Managing Director / Financial Director

### **Responsibilities:**

To process all the transactional work for the finance function:  
Up to Trial Balance and the preparation of accounts for review by the Finance Director.

### **Duties & Responsibilities include:**

- General accounting duties **Sales and Purchase Ledger**
- Bank reconciliations
- Credit control
- Monthly management reporting
- Staff payroll
- Staff pensions
- Processing monthly management accounts including vat returns and all year end activities.
- Managing of intercompany balances and reconciliations
- Processing supplier invoices for multiple companies
- Reconciliation of multiple bank accounts
- Posting cash via cashbook and ledgers.
- Completing month end tasks and balance sheet reconciliations
- Processing daily financial post
- Liaise with external accountants and communicate all relevant information with each department and answer and respond to all external queries in a timely manner.
- File all documentation into relevant departments and companies.
- Liaise with customers/suppliers regarding any accounting enquiries ensuring they are dealt with in a timely manner.
- Review financial information with the intention of proactively identifying any issues and taking corrective actions.
- Prepayments and Accruals.
- Material / Labour Variance Analysis, checking Stock movements against system and processing the necessary journals.
- Setting labour and overhead rates.
- Petty cash management.



## **Personal Skills / Experience**

- In-depth understanding of various accounting tools, including systems application and products (SAP), enterprise resource planning (ERP) and customer relationship management (CRM)
- In-depth understanding of the industry and product supply chain
- Analytical skills
- Numeracy skills and computer skills
- Attention to detail
- Organisational and communication skills
- Ability to quickly interpret facts and compare data
- Ability to work under pressure and deliver on tight deadlines

## **What we are looking for**

We are looking for an individual with suitable Qualifications such as an AAT qualification in finance or a related field and a minimum of 5 years' proven experience in a similar position. Experience in Manufacturing and engineering industries is an advantage.

There is an opportunity to progress with this role, if you are interested in getting to know more about how the costings side of things work, there is an opportunity to take on the costing analysis and stock variance analysis.

**Location:** On-site

Please send your CV and a cover letter to [Julie.bruce@nsfcontrols.co.uk](mailto:Julie.bruce@nsfcontrols.co.uk)