

## Job Description

**Job Title:** Assistant Management Accountant

**Reports to:** Group Financial Controller

**Direct Reports/Indirect Reports:** None

### Who Are We?

Fullwood Packo Group design, manufacture and distribute state of the art milking equipment worldwide and for over 85 years have been recognised as being at the forefront of milking technology.

### Job Summary

Working as part of a close-knit team your role will encompass: -

- Preparation and distribution of UK weekly report for sales, orders and quotes;
- Organizing the collection of, and reporting on, daily cash balances at each of the Group's operations;
- Collection of monthly packs from subsidiaries and input into monthly consolidation (Excel);
- Collation of information to produce the draft monthly management accounts (UK and Group);
- Calculating and processing monthly accruals and prepayments for UK;
- UK monthly control account reconciliations;
- Maintenance of UK's Fixed Asset Registers and monthly postings for depreciation, additions and disposals;
- Monthly intercompany reconciliations;
- Review of UK's monthly departmental overheads;
- Assistance in the preparation of UK's annual audit and tax packs;
- Organizing the collection and summary of annual budget packs from each of the Group's subsidiaries;
- Office of National Statistics data submissions.
- Project work

### Education and experience:

#### Essential:

- Qualified or working towards an accounting qualification (ACCA/ACA/CIMA or similar)
- Experience of preparing management accounts
- Excellent IT skills and particularly a proficiency in Excel
- Good communication and personal skills
- Team player
- Attention to detail and willingness to complete tasks
- Adaptable

#### Desirable

- Experience of using ERP systems
- Experience of working in manufacturing sector
- Understanding of the agricultural sector and the dairy industry
- Knowledge of an additional European language

#### What We Offer

- A fulltime permanent position
- An exciting position in an interesting innovative area with a growing, international company.
- Part of a proactive and dynamic team
- Competitive salary
- 25 days + bank holidays
- Contributory pension scheme
- The possibility to develop yourself in an organisation with a flat structure and entrepreneurial attitude.

#### Applications

Via Indeed or via our website

For more information about Fullwood Packo Group please take a look at our website [www.fullwoodpacko.com](http://www.fullwoodpacko.com).

Closing date for applications is 30<sup>th</sup> April 2019