



## Job Profile

Job Title:	Financial Accountant
Department/Location:	Office based in Bridgwater – flexible working policy applies
Reports to:	Finance Director
Staff Responsibilities:	Line Management of Accounts Assistants x 1
Hours of work:	37.5 hours
<p><b>Summary of Position:</b></p> <p>This role is primarily responsible for the accurate and timely production of the monthly management accounts and the completion of all statutory reporting for the entities within the Vapormatt group, as well as managing the day-to-day activities of the finance team to include all operational aspects of the group finance function.</p> <p>The duties associated with this role are not limited to those listed below and may also not extend to include all those listed below; the scope will be dependent on the capability of the applicant or circumstance of the department and as such the job role may be subject to change.</p> <p>It should be understood that this position requires handling information of a sensitive and often personal nature. All sensitive information (including all information that could potentially be deemed 'sensitive') is to be kept confidential and not disclosed to any individual who is not a member of the Accounts Department (within the confines of the Data Protection Act, 1998) unless otherwise instructed.</p>	

### Primary Responsibilities

1	<p><b>Management Accounts:</b></p> <p>Overall responsibility for the month end process in terms of reviewing work of the team for accuracy and completeness, to include:</p> <ul style="list-style-type: none"> <li>- Ensuring all control accounts have been correctly reconciled by the Finance Assistant</li> <li>- Supervise the completion of journals relating to accruals, prepayments etc.</li> <li>- Clear out all Suspense accounts prior to month end close</li> <li>- Ensure supporting schedules are completed on a timely basis ready for review prior to Management Meeting</li> <li>- Agree intercompany balances and complete reconciliation of intercompany transactions</li> <li>- Present Management Accounts (P&amp;L and Balance Sheet – single entity and consolidated) to FD for review</li> </ul>
2	<p><b>Financial Accounts:</b></p> <ul style="list-style-type: none"> <li>- Responsible for the Statutory Audit process for the UK and Parent company to include preparation of year end accounts in compliance with relevant legislation</li> <li>- Manage the external audit liaising with the audit and tax managers where appropriate</li> </ul>
3	<p><b>Payment Runs:</b></p> <ul style="list-style-type: none"> <li>- Perform initial review and upload payment runs into Internet Banking system</li> <li>- Ensure Director approval happens on a timely basis so that payment due dates are met</li> </ul>

4	<p><b>Cash Flow Reporting:</b></p> <ul style="list-style-type: none"> <li>- Prepare and report 13-week cash flow on a weekly basis considering input from Finance reports, Project milestones and sales pipeline data</li> <li>- Prepare and report 15 month cash flow on a monthly basis</li> </ul>
5	<p><b>Finance Department:</b></p> <ul style="list-style-type: none"> <li>- Supervision of team</li> <li>- Ensuring all finance processes are robust, fit for purpose and meet statutory and legal compliance requirements</li> <li>- Support for a programme of continuous improvement in the department</li> <li>- Provide support to the Finance Director on weekly tasks and monthly routines</li> <li>- Deputize for the Finance Director where appropriate</li> </ul>
7	<p><b>Statutory Reporting:</b></p> <ul style="list-style-type: none"> <li>- Prepare and submit VAT returns (including deferment VAT) ensuring deadlines are met</li> <li>- Assist with the completion of R&amp;D Tax Credit claims</li> <li>- Complete all returns as requested by Office of National Statistics</li> </ul>
8	<p><b>Bank:</b></p> <ul style="list-style-type: none"> <li>- Manage the Internet banking system, setting up new users etc. for all bank accounts within the group</li> <li>- Submit management information to the bank as required</li> <li>- Submit application forms for new Advanced Payment Guarantees/Performance Bonds/Letter of Credits and monitor the progress of existing applications</li> <li>- Be the point of contact within the company for all credit card queries to include new card applications and managing credit limits</li> </ul>
9	<p><b>Payroll:</b></p> <ul style="list-style-type: none"> <li>- Liaise with Payroll provider to ensure monthly payrolls are processed accurately for all group employees</li> <li>- Ensure compliance with HMRC reporting requirements, auto-enrolment, P11ds, employee benefits etc.</li> </ul>
10	<p><b>Fixed Assets:</b></p> <ul style="list-style-type: none"> <li>- Maintain Fixed Asset Register as well the register for all patents within the group</li> </ul>
11	Providing cover within the Finance department as required

**Note:** This job profile is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process.

## Personal Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	<p>Hold or working towards a professional accountancy qualification - ACA/ACCA/CIMA</p> <p>Excellent knowledge of Microsoft suite of products, especially Excel.</p>	
<b>Experience</b>	<p>Relevant experience of managing a Finance department</p> <p>Preparation of management accounts and annual financial accounts.</p>	<p>Previous experience of SAGE 200 Accounts system</p> <p>Good understanding of manufacturing processes and related systems</p> <p>Knowledge of stock records and systems</p>
<b>Qualities and Attitude</b>	<p>Ability to positively participate in a team environment</p> <p>Ability to continuously seek opportunities for improvement</p> <p>Work with a meticulous eye for detail and the ability to meet deadlines</p>	<p>Awareness of wider business agenda with an ability to manage competing priorities</p> <p>Ability to communicate with stakeholders with credibility and influence</p>

## Competencies

Ability to work with autonomy	Problem-solving approach
Good interpersonal skills	Multi-tasker
Assertive	Highly numerate and data rationale
Effective communicator, on phone, in writing and in person	

## Prepared by

Name:	Helen Brown	Date:	February 2022	
Title and/or Department:	Finance Director			