



# WE NEED YOU

## WE'RE LOOKING FOR

Assistant Management Accountant

### LOCATION:

Hertford Blue Square HQ

### WORKING HOURS:

Monday to Friday 9am – 5.30pm

### SALARY/DAY RATE:

Up to £30,000 per annum

### OTHER BENEFITS:

Accelerator Bonus, Life Assurance, Reward Hub, Discounts, Aviva Pension, Samsung/HP Discounts, Company Sick Pay.

### CONTRACT TYPE:

Permanent

### REPORTING IN TO:

Finance Manager

## WE'RE LOOKING FOR AN ASSISTANT MANAGEMENT ACCOUNTANT

We are looking for a motivated and detail-oriented Assistant Management Accountant to join our internal finance team. This role is a key part of the day-to-day transactional process, month-end process, financial reporting, and budgeting support for the department. You will assist with the preparation of accurate financial information to support effective decision-making across the business, including accruals, pre-payments, journal posting, cost apportionment, accounts payable, sales ledger, bank reconciliations.

You'll have varied responsibilities around the accounting team and will continuously be learning new skills, developing your finance experience and skill set. Working in a fast-paced environment, you will be an excellent multi-tasker who can adapt easily, with a keen eye for detail. This is a fantastic opportunity for someone working towards a professional qualification (AAT, ACCA, or CIMA) and looking to develop their career in a collaborative and forward-thinking finance environment.

## TO MAKE A REAL DIFFERENCE IN THESE AREAS

### MONTH-END & FINANCIAL REPORTING

- Assist in the preparation of monthly management accounts, including accruals, prepayments, and journal postings.
- Support variance analysis between actuals and budget/forecast, identifying trends and anomalies.
- Help maintain and reconcile balance sheet accounts on a monthly basis.
- Providing comprehensive support across accounts receivable, accounts payable, and accounts administration, ensuring accurate financial records.
- Assisting with journal entries and reconciling balance sheets for enhanced financial accuracy.
- Processing and posting invoices and payments.

### BUDGETING & FORECAST SUPPORT

- Collaborating with the Management Accounts team to ensure timely completion of tasks and adherence to deadlines.
- Contribute to the departmental budgeting and reforecasting process by gathering data and updating financial models.
- Work with budget holders to ensure accurate reporting and understanding of costs.

### FINANCIAL ADMINISTRATION

- Maintain internal finance systems and ensure accurate coding of departmental expenses.
- Assist with processing and reviewing supplier invoices, raising POs, and supporting internal compliance.
- Help ensure financial controls are followed and improved where necessary.
- Reconciling sales invoices, receipts, and payments to keep ledgers up to date.

CENTRAL  
SUPPORT  
ASSISTANT  
MANAGEMENT  
ACCOUNTANT

**CONTINUOUS IMPROVEMENT**

- Maintaining financial systems through efficient housekeeping.
- Collaborating on ad-hoc reports and requests.
- Demonstrating flexibility by assisting with diverse accounting and administration tasks.
- Adapting to provide support across different roles within the team as needed.
- Support process improvements to increase efficiency and enhance reporting quality.
- Assist with ad-hoc financial analysis and reporting to support operational decision-making.

**OUR IDEAL PERSON &  
THE ESSENTIALS WE'RE AFTER**

- You'll be willing to embrace, live and embed our ETHIC values, Excellence, Together, Heart, Integrity & Curious
- You'll be a great problem solver with analytical skills.
- You'll have relevant accountancy experience (month end / accruals / prepayments / journal transactions)
- You'll potentially be studying towards or part-qualified in AAT, ACCA, or CIMA.
- You'll have previous experience in a finance or accounting role, ideally within a management accounting or internal finance team.
- You'll have strong Microsoft Excel skills (pivot tables, lookups, formulas).
- You'll have high levels of accuracy and attention to detail
- You'll have advanced excel knowledge, including pivot tables and v-lookups
- You'll be a team player, willing to get stuck in.
- Desire to studying towards an accountancy qualification

**Our ETHIC values are at the core of everything we do, the way we think, the approach we take. These five values are qualities we look for in every single member of the Blue Square team.**

