



WE NEED YOU

WE'RE LOOKING FOR
Management Accountant

LOCATION:
Hertford HQ / Hybrid

WORKING HOURS:
Monday – Friday
9:00am – 5:30pm

SALARY/DAY RATE:
Up to £40,000

OTHER BENEFITS:
Accelerator Bonus, Life Assurance, Rewards Hub
Discounts, Aviva Pension, Samsung/HP Discounts,
Company Sick Pay.

CONTACT TYPE:
Permanent

REPORTING INTO:
Finance Manager

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**CENTRAL
SUPPORT
MANAGEMENT
ACCOUNTANT****WE'RE LOOKING FOR A MANAGEMENT ACCOUNTANT**

As our Management Accountant, you'll play a key role in ensuring accurate and timely financial reporting, both for our clients and internally. Your responsibilities will range from managing client invoices and reconciliations to preparing insightful management accounts and assisting with budgeting and forecasting. You'll collaborate closely with both client and internal teams, fostering strong relationships and contributing to the overall financial health of the company.

TO MAKE A REAL DIFFERENCE IN THESE AREAS**CLIENT FINANCIAL MANAGEMENT & REPORTING**

- Preparing and submitting invoices with detailed breakdowns to ensure clarity and client approval.
- Collaborating with stakeholders to develop quotes that reflect activity requirements and project scope.
- Performing monthly client reconciliations to identify and resolve discrepancies.
- Building strong relationships with client finance teams to achieve cash management and debtor targets.
- Contributing to cash flow forecasting by providing accurate client-related financial data.
- Creating weekly debtor reports with commentary to keep stakeholders informed.
- Assist with Client Audit requirements where needed.
- Hold regular meetings with client team regarding their activity to review and discuss any upcoming changes.
- Dealing with ad hoc queries from client team in a timely manner.

OPERATIONAL REPORTING

- Preparing and posting month-end journals with accuracy.
- Effectively managing prepayments and accruals through monthly posting and reconciliation.
- Maintaining a comprehensive fixed asset register.
- Reconciling balance sheets to ensure data integrity and reliable financial reporting.
- Preparing and presenting management accounts that offer insights into business performance.
- Submitting quarterly VAT returns, adhering to all regulatory requirements.
- Drafting corporation tax calculations and accruing monthly, preparing quarterly payment on account calculations and providing any relevant information required for the year end calculation.
- Participating in the creation of the annual central budget and closely monitoring monthly costs for variance analysis.
- Provide reports to internal head of departments regarding their monthly spend vs budget.

- Assisting the year-end audit process as needed.
- Preparing and submitting ONS surveys accurately and on time.
- Proficiency in Advanced Financials software for efficient financial data management.
- Building and fostering positive relationships with both client teams and internal Central Support teams.
- Identifying opportunities to develop and improve financial processes.
- Providing support to the management team and wider finance team by carrying out ad-hoc requests effectively.

- You're a strong communicator, both written and verbal.
- You're able to adapt your communication style across all levels of the business hierarchy.
- You're confident when communicating with senior stakeholders and clients.
- You're capable of supporting and developing a small team.
- You're a natural problem solver with sharp analytical skills.
- You're advanced in Excel, with strong knowledge of pivot tables and VLOOKUPS.
- You're currently studying towards or part-qualified in CIMA, ACCA, ACA (or similar), and committed to achieving full qualification.
- You're someone who embraces, lives, and brings to life our ETHIC values: Excellence, Together, Heart, Integrity, and Curious.

OUR VALUES

EXCELLENCE
TOGETHER
HEART
INTEGRITY
CURIOUS