

HEAD OF ACCOUNTING

Job Description

Department: Accounts

Reports to: Managing Director & Group CFO

Purpose:

The successful candidate will be responsible for day to day financial and accounts operations, including management and supervision of more junior member of the finance and credit control teams. This will comprise of preparing monthly management financial reports, supervising purchase and sales ledgers, managing cash flow to include budget and forecasting, bank reconciliation, managing payroll (or outsourced payroll) liaising with HMRC regarding VAT, liaising with external accountants and preparing for audit, managing and reimbursing staff expenses.

The applicant will have strong logical, analytical and lateral thinking, a recognised qualification or industry experience, excellent communication skills, ability to work independently, attention to detail and expertise in MS office and MRP systems.

MAC are looking for an individual with at least 5 years accounting experience, covering full accounts preparation and previous experience of leading a team of Accountants.

It would be highly advantageous to have previously worked within a similar aviation certification and production organisation company accounts. This role will require someone with excellent communication and time management skills.

As the company is continuing to expand, there is a great chance that this role will grow with the business, offering strong career prospects.

Primary Responsibilities:

1. Provide financial information to the Senior Management Team, ensuring that sound and robust financial procedures are in place and that the Finance department complies with IFRS and Financial Procedures.
2. Reporting and accounting as per regulatory and legal requirements; <ul style="list-style-type: none"> a. Monthly financial reporting including KPI's b. Group reporting requirements c. Preparation of statutory accounts
3. Control of Transactional Accounting – Cash/ Bank/ AP/ Payroll <ul style="list-style-type: none"> a. Preparation of trial balance b. Reconciliation of GL input from integrated modules c. Management of accruals and prepayments d. Management of accounts payable and payroll team e. Balance sheet reconciliations
4. Maintain compliance of Financial Procedures and Cash Flow and Treasury Management <ul style="list-style-type: none"> a. Ensuring robust cash flow reporting b. Working with the CFO to ensure all foreign currency requirements
5. Participate in Financial Planning Process including Budgeting Medium Term planning, Internal and External Audit <ul style="list-style-type: none"> a. Ensuring the department operates in a manner which supports the audit process b. Ensuring implementation of Group accounting policies c. Ensuring the internal database is maintained and updated d. Prepare and plan external audit
6. Fixed Assets Control <ul style="list-style-type: none"> a. Maintenance and control of Fixed Asset Register

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<ul style="list-style-type: none"> b. Deprecation calculations c. Capitalisation of additions d. Control of disposals e. Physical verification of control of FA's
7. Ability to thrive on fast paced environments, adapt to change and help to progress the company's future.
8. To complete other such ad hoc work as required by management. This post may require some travel including overnight stays.

Health and Safety and Quality Responsibilities:

1. To ensure you work in a safe manner
2. To work within the company's procedures and policies

Positions Reporting to this Position:

1. Accounts Assistant (Purchase Ledger)
2. Accounts Assistant (Sales Ledger)

Key Contacts:

1. Supply Chain Team Leader
2. Head of Supply Chain & Logistics
3. Operations
4. Programme Management

Important Health and Safety Considerations of the Role (e.g. night work, compressed air line, VDU's, etc.):

1. Considerable exposure to DSE and computer workstation.

Personnel Specifications

Qualifications, Training & Experience:

	Essential	Desirable
1. Educated to a degree level (BA or equivalent)	Yes	
2. Experience in journal entry preparation, auditing and balance sheet reconciliation	Yes	
3. Manufacturing experience	Yes	

Knowledge of:

	Essential	Desirable
1. Aviation industry	Yes	
2. Working experience of XERO online accounting system or similar online system	Yes	

Skilled in:

	Essential	Desirable
1. Microsoft Office & accounting software	Yes	
2. Understanding Customer needs	Yes	
3. Positive and confident approach	Yes	
4. Self-motivation and ambition	Yes	

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Ability to:	Essential	Desirable
1. Communicate well with strong interpersonal skills	Yes	
2. Good telephone manner	Yes	
3. Work on own initiative	Yes	
4. Supportive of a team environment	Yes	
5. Able to work to tight schedules and deadlines, with multiple priorities	Yes	
6. Honesty and integrity	Yes	
7. Willing to help in areas outside of remit if required	Yes	

Signature of Position Holder _____ Date _____

Signature of Manager _____ Date _____

File Copies: (1) Employee, (2) Manager, (3) Human Resources