

<b>JOB TITLE</b>	Management Accountant
<b>LOCATION</b>	Aberdeen
<b>EMPLOYMENT</b>	Permanent
<b>REPORTS TO</b>	Financial Controller – UK and Norway

#### DESCRIPTION OF FUNCTION

The job holder is responsible for the management accounting for the assigned entities through the provision of financial and operational reporting, guidance and a sound system of internal control.

#### JOB RESPONSIBILITIES & DUTIES

- Ensuring the provision of high quality financial and management information and reports that allow for improved decision-making and performance tracking, and which comply with local, Group and statutory reporting needs and accounting policies
- Preparation and submission of forecasts, management accounts and narrative for assigned business entities, for review by the Financial Controller, to tight deadlines
- Preparation and submission of the quarterly forecast and annual budget submission
- Responsible for the integrity of the entities nominal ledger
- Cash management, reporting and forecasting for entities assigned
- Assisting in completion of corporation tax packs which are submitted to the Group Tax Department
- Completing quarterly/bi-monthly VAT return
- Enhancing management information to reflect changing needs of management and to drive the business forward
- Reconciling and reporting of intercompany balances
- Reconciling Fixed assets including the preparation of capital sanctions for Senior Management
- Preparing Statutory accounts
- Assisting in improving, developing and monitoring controls
- Producing and/or analysing detailed product costing and margin analysis within entities
- Calculation and setting of cost rates, labour analysis
- Analysing, monitoring and controlling of R&D spend (when applicable)
- Continual improvement of current accounting system to support the finance function
- Providing cover and supporting the department as and when needed, e.g. assisting with the completion month end duties for team members.
- Analysing and reporting on trend, variances and performance issues.
- Reporting information to both local management and PLC group as required.

#### CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

Essential:

- Qualified Accountant or willingness to work towards a Professional Accountancy qualification
- Educated to degree level in relevant subject area (e.g. Accountancy)
- Demonstrating continuing professional development relevant to the accounting qualification and the role

- Proven post qualifying experience and demonstrable experience in a similar role
- Experience of working in a similar role (preferred) or other relevant working experience
- Excellent working knowledge of Microsoft Office applications, in particular Excel
- Highly proficient in spoken and written English

Desirable:

- Knowledge and experience of an ERP system, ideally Microsoft D365
- Full Driving Licence

Personal Qualities:

- Excellent communication (both written and oral), influencing and interpersonal skills
- High degree of commercial acumen
- Highly professional conduct
- High level of accuracy and strong organisation skills
- Ability to prioritise workload
- Systematic and methodical approach to problem solving
- Ability to challenge
- Enthusiastic
- Ambitious