

Job Description: Management Accountant



Department: Accounts

Report to: Financial Controller

Location: Hinckley, Leicestershire, LE10 3BZ

Job role overview:

A varied role has arisen at Triumph Motorcycles which will cover different aspects of Finance, but with particular focus on management accounts and reporting, and RDEC preparation.

The role will focus primarily on assisting the Triumph Designs Management Accountant in the preparation of management accounts analysis and reconciliations, year-end accounts preparation, budgets, and forecasts.

The role will report into the Triumph Design Management Accountant, though you will be responsible for designated aspects of the management accounts process, but ultimately learning all aspects of the management accountant role sufficiently enough to provide full cover.

The successful candidate will have active involvement with the monthly preparation of RDEC tax credits schedules, VAT returns, office for national statistics returns, tax and statutory reporting pack, and tax pack preparation and analysis. Experience within these fields is desirable.

Any other aspects of finance as may be required or considered appropriate for the role or for developmental purposes.

Duties and Responsibilities:

- Assist the Designs Management Accountant in the preparation of:
 - Management Accounts Analysis and Reconciliations
 - Year End accounts preparation
 - Budgets
 - Forecasting
- Supporting the preparation of
 - RDEC tax credits
 - VAT returns
 - Office for National Statistics returns
 - Tax pack preparation and analysis
- To undertake and assist with projects as required by your Manager.
- Any other ad-hoc duties as required by your Manager.

Person Specification: Management Accountant



	Essential	Desirable
Qualifications and Attainments	<p>Relevant degree or PQ/Qualified CIMA/ACCA</p> <p>Maths and English GCSE grade C or above.</p>	
Professional Experience and Skills	<p>Proficient in Microsoft Packages including Excel, Word and Outlook.</p> <p>Experience with management accounts analysis and reconciliations, year-end accounts preparation, budgets, and forecasts.</p> <p>Experience within a finance work environment.</p>	<p>Previous experience of working within an automotive /manufacturing environment.</p> <p>Previous involvement in preparation of RDEC tax credits schedules, VAT returns, office for national statistics returns, tax and statutory reporting pack, and tax pack preparation and analysis.</p> <p>Experience within a finance work environment on an international scale in an automotive or manufacturing environment.</p>
Personality and Motivation	<p>Self-motivated and resilient. Flexible and adaptable. Able to take instruction and work under pressure. Excellent communication skills, clear and concise written and verbal skills</p>	
Appearance and Characteristics Circumstances	<p>Well presented.</p>	
	<p>Able to be flexible on working hours.</p>	