**SELWOOD LTD**

**POSITION DESCRIPTION: Assistant Management Accountant**

**LOCATION:** Chandlers Ford

**POSITION PURPOSE:** Ensuring the delivery of compliant and timely reporting to key customers and stakeholders and supporting the PRS financial team and business unit with a range of regular and ad-hoc key financial tasks to support the business unit growth whilst maintaining the businesses core values.

**RESPONSIBLE TO:** Finance Manager (PRS)

**REGULAR CONTACTS**: Head of Commercial Finance

Sales Directors and wider sales team

Commercial Finance Director

Operations Directors

Branch network

**MAIN RESPONSIBILITIES:**

* Provide and develop customer reports, including monthly forecast and actual reports and KPI reporting, in a timely and accurate manner to our internal sales team.
* To review and provide accurate and timely management information on the monthly performance of the Hire Division Branches.
* Preparation of customer rebate payments and analysis.
* Assist with the preparation of journals and analysis at month end, identifying trends and highlighting significate variances, including the investigation of anomalies.
* Challenging current ways of working and look to drive efficiencies wherever possible and look to continuously improve working standards.
* Support with the maintenance and consolidation of the monthly forecast and actual results using the main financial consolidation model and evolve it as and when necessary.
* Support with the maintenance and consolidation of the annual plan and associated reports, whilst generating new reports as required on request.
* Adhere to strict timetabled deadlines and answer any questions that may arise from the reporting.
* Assist the finance team with ad-hoc projects, and any other finance tasks as required.
* The main responsibilities are outlined above. This is not a definitive list and other tasks/activities may be necessary as the Company’s commercial activities require.

**QUALIFICATIONS & EXPERIENCE:**

**Essential:**

* Studying towards/Looking to study AAT/CIMA/ACCA/ICAEW.
* Intermediate to Advanced Excel Skills.
* Strong communication skills and ability to work as part of a wider team.
* Challenging approach to work (looking to drive improvements through an understanding of root causes and how they can be effectively implemented).
* Strong planning, time management and attention to detail.
* Ability to adapt own approach and priorities in line with changing business needs / priorities.
* Capability to define and manage own priorities.
* Ability to develop relationships and influence across all levels within the business.
* Excellent communication skills.
* Intermediate to Advanced level of use of Excel and data analysis tools.
* Strong planning, time management and attention to detail.
* Ability to adapt own approach and priorities in line with changing business needs / priorities.
* Commercial awareness.

Statutory Requirement: Each employee must ensure that all tasks are carried out within the Company’s Health and Safety Policy, and any relevant Codes of Practice, including COSHH sheets and other instructions, to minimise risk to themselves and other personnel and that good housekeeping applies at all times.