

Job Description - Assistant Management Accountant

Salary up to £30,000 + bonus & benefits

Background

Eagle Consulting provides outsourced Accounting, Treasury, Payroll and Compliance services to a range of organisations throughout the UK. As an Assistant Management Accountant you will be exposed to a broad range of technical and supervisory work within the Management Accounts Department. You will be a part-qualified accountant with a minimum of 5 years practical accounting experience gained in industry.

Summary of Role

As part of the Management Accounting team of 12 staff, the Assistant Management Accountant will report to and deputise for the Head of Department as required and in their absence. You will have experience of and be comfortable with supervising teams of various sizes and be responsible for Management Accounts preparation already.

Skills and Qualifications Required

The position requires applicants with the following skills and qualifications:

- Ability to work to strict deadlines whilst continuing to produce work of a high standard
- Ability to organise and prioritise your own and others' workload effectively
- Ability to work well within a team and comfortable in taking the initiative to make sensible decisions
- Well developed knowledge of Accounting theory and ongoing pursuit of Accounting knowledge
- Ability to supervise colleagues with the ability to train, review and correct work
- Clear and concise communicator with a polite and professional manner
- Keen eye for detail
- Strong numeracy skills
- Self motivated attitude that develops appropriate accounting solutions, anticipates and resolves problems

Duties

- Preparation of Management Accounting reports and reconciliations
- Processing of Accounting records for clients on modern accounting systems including Access Dimensions & Sage
- Preparation of Accounting reconciliations and Trial Balances
- Preparation of VAT returns and exposure to a range of taxation issues
- Supervision, support and training of Management Accounts staff plus detailed review of their workload
- Dealing with phone queries and liaising with clients and suppliers alike
- Contributing to the development of procedures to maintain and enhance the high standard of work within the Department
- Working across Departments as required
- Various office and administrative tasks as required
- Other duties as specified by the Directors of Eagle Consulting

Training/Study

The Assistant Management Accountant is expected to complete the CIMA course of exams within 2 years of appointment.

Responsibility

The successful applicant will work alongside experienced and qualified Accounting staff, will report to the Head of Department and take direct responsibility for several other members of staff.

