

<b>Job Title:</b> Assistant Management Accountant- Brands
<b>Reports To:</b> Brands Finance Manager
<b>Location:</b> Loughborough
<b>Department:</b> Finance
<b>Scope of Job:</b> Sanderson Design Group Brands Financial accounting and reporting.
<b>Purpose:</b> The Assistant Management Accountant plays a critical role in supporting the Brands Finance Team with day-to-day processing, variance analysis and month-end reporting.
<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Maintain asset schedules and reconciliations.</li> <li>• Corporate card admin and expenses journals.</li> <li>• Process orders for treated product.</li> <li>• Maintain accrual and prepayment schedules and reconciliations.</li> <li>• Management accounts preparation.</li> <li>• VAT returns.</li> <li>• Assist with external audits at half year and year end.</li> <li>• Ad hoc reports and analysis.</li> </ul>
<b>Measures of Success:</b> <ul style="list-style-type: none"> <li>• Delivery of the monthly management accounts, statutory accounts and reporting to group to agreed deadlines.</li> <li>• Accuracy of monthly management accounts and across all work areas.</li> </ul>
<b>Connecting with Others:</b> <ul style="list-style-type: none"> <li>• Group finance- Delivery of the monthly management accounts, statutory accounts and ad hoc reporting.</li> <li>• External Auditors- Provide documentation and assist with any questions regarding year end or half year accounts.</li> <li>• Budget holders- Assist with ad hoc queries and analysis.</li> <li>• Other SL employees- Assist with ad hoc queries and analysis.</li> </ul>
<b>Skills &amp; Experience:</b> <ul style="list-style-type: none"> <li>• Able to report finance information to non-finance colleagues.</li> <li>• High degree of attention to detail with the ability to self-review and error-check work to ensure accuracy.</li> <li>• Highly developed problem-solving abilities and organisational skills.</li> <li>• Competent user of MS Excel.</li> <li>• Excellent numerical and communication skills.</li> <li>• Team player ready to support others.</li> </ul>
<b>Behaviours:</b> Collaborative, Customer Focussed, Proactive, Organised, Adaptable, Conscientious, Innovative, Attention to detail, Approachable.
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• AAT Qualified (desirable).</li> </ul>