



INTERNAL JOB VACANCY

Job Title	Management Accountant 6/12 month Fixed term Maternity cover		
Job Type	Finance		
Hours of Work	37.50 hours a week 8am till 4.30pm Mon' to Thurs' 8am till 1.30pm on Friday	Salary	D.O.E
Reporting Direct To	Finance Manager	Dept. Head	Finance Director
To Apply	Interested parties should submit their covering letter to the HR Department or email: grlhumanresources@laneshealth.com		

Closing Date for Application: 19th August 2024

POSITION OVERVIEW

Working as part of a small team to ensure that the following objectives are achieved on a day to day basis via interdepartmental rotation of these tasks

MAIN TASKS AND KEY RESPONSIBILITIES

- Production of monthly management accounts
- Variance analysis of actual vs. forecast on a month-by-month basis
- Preparation of budgets / forecasts
- Communication of results proactively and effectively to management
- Analysing sales & cost of goods data and making provisions for any potential liabilities or losses.
- Maintaining an up-to-date record of all fixed assets.
- Balance sheet reconciliations and analysis
- Quarterly VAT returns, P11D, ONS submissions
- Quarterly Corporation tax installment payments
- EPS/FPS returns
- PSA compliance submissions/payments
- Assistance with annual audit including schedule preparation and dealing with auditor enquiries
- Intercompany reconciliations
- Administration of the Pension Scheme
- Making electronic payments according to business requirements
- Involvement in continuous improvement of systems and processes
- Trademark Administration
- Business Continuity Planning
- Support, training and supervision of junior team members and trainee MA
- Processing of monthly payroll
- To undertake any other duties specified by the Financial Director/Director of Finance to fulfil the business needs.

SKILLS / ABILITIES

Competencies

- ACA, ACCA or CIMA qualified or near qualified.
- Advanced Excel skills
- Experience of preparing and posting month-end journals
- Experience of ledger/control account reconciliations
- Excellent communication and presentation skills, both verbal and written
- Excellent time management and organizational skills
- Ability to work effectively in a collaborative team environment.

Personal

Self-motivated, punctual, trustworthy and pro-active
Have a focused attitude and be resilient and enthusiastic in all areas.