Head Office
Generator Power Limited
Foxbridge Way
Normanton Ind. Estate
Normanton
West Yorkshire
WF6 1TW

Telephone
+44 (0) 1924 220055

Facsimile
+44 (0) 1924 220066

Emergency 24hr Hotline
0845 601 2187

Website
www.generator-power.co.uk

Generator Power

# JOB SPECIFICATION

**1. POST**

| | |
|---|---|
| **Post:** | **ASSISTANT MANAGEMENT ACCOUNTANT** |
| **Depot / Department:** | **NORMANTON DEPOT** |
| **Ref:** | **GPL/GP114** |
| **Salary:** | **DEPENDENT ON EXPERIENCE/COMPETITIVE** |

**2. SUPERVISORY RESPONSIBILITIES/POSITION IN STRUCTURE**

| | |
|---|---|
| **Responsible to:** | **Melanie Sanders – Management Accountant** |
| **Liaising With:** | Management Accountant, Accounts Manager, Service Managers, Accounts team, Depot Supervisors, Service Engineers, Depot/Head Office Staff and Management Team. |

**3. MAIN FUNCTION OF JOB** (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)

- To work flexibly as a member of the Accounts Team.
- Provide a customer focused service to both internal and external customers.

**4. MAIN DUTIES** (brief description)

***Duties/Responsibilities***

- Preparation of month-end accounts;
- Preparation of monthly management accounts including prepayments, accruals, fixed assets, rebates and journals;
- Balance sheet reconciliation;
- Bank reconciliation;
- VAT and HMRC returns;
- Payroll;
- Deal with general accounts enquiries;
- Balance sheet reconciliations;
- Responsible for business compliance to the groups internal financial control framework, producing strong performance in internal and external audits;
- Producing reports on various expenditures from the company in order to calculate profit and loss;
- Weekly management and exec reporting including cash flow, banking activity, debtors and creditors and account requisitions;
- Support with annual tax packs and annual audit requirements;
- Other Ad-hoc administration/office duties;
- Any customer queries must be dealt with quickly and efficiently;
- Line Manager or Director requests are to be completed within the same day or within timescale provided by them.

**5. REQUIREMENTS TO CARRY OUT JOB**



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| ***Essential or desirable requirement (E/D)*** | **E** | **D** |
|---|---|---|
| **Qualifications required**: | | |
| • Qualified/Part ACCA<br>• GCSE in English & Maths.<br>• Confidence with IT and computer packages – Excel essential.<br>• Sage 200 accounting package certificate/experience. | **E**<br>**E**<br>**E**<br>**E** | |
| **Experience/Skills required:** | | |
| • Administration<br>• Accounts experience<br>• Excellent organisation skills.<br>• Good communications skills, written and verbal.<br>• An ability to work efficiently under pressure.<br>• Ability to understand and implement written and verbal instruction. | **E**<br>**E**<br>**E**<br>**E**<br>**E**<br>**E** | |
| **Specialist training required:** | | |
| N/A | | **N/A** |
| **Personal characteristics/Attributes required:** | | |
| • Work well on own initiative and as part of a team.<br>• Ability to ensure the work gets done in a timely and effective manner.<br>• Ability to follow Company policy and procedures.<br>• Self-motivation.<br>• Good telephone manner required<br>• A can do attitude to work | **E**<br>**E**<br>**E**<br>**E**<br>**E**<br>**E** | |
| **Other Information** | | |
| **N/A** | | |

**6. SPECIAL TERMS**

| | |
|---|---|
| **Special conditions e.g. working with hazardous substances, equipment, animals etc:** | **N/A** |
| **Working in different locations:** | **The Company reserves the right to require you to work at a different location to meet the operational needs of the business.** |

**We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.**

| | |
|---|---|
| **If you are interested in the above position please discuss in the first instance with your line Manager, then complete the application form and Email to:** | **Vacancies@generator-power.co.uk** |

| | |
|---|---|
| **CLOSING DATE:** | **24th October 2017** |



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