

Position Title	Management Accountant
Reports To	Head of Management Accounts
Overall Job Purpose	To take ownership for the production of, Group costs as Business Partner to the Group Directors and LW Overheads, providing commercial insight on the cost base and drivers of costs.
Key Responsibilities	<p>Scope:</p> <ol style="list-style-type: none"> 1. Business partnering for all Group Cost centres, including Tech, Wine Buying and HR. 2. Production of consistent, accurate and timely monthly Management accounts for the Group and LW Overhead areas, including posting of all journals. 3. Analysis of cost performance against forecasts and budgets providing relevant commentary for variances 4. Working along Business Partners for preparation and review of forecasts and budgets, ensuring these are subject to appropriate challenge and analysis. 5. To update methodology and maintain rigour around capitalisation of costs to projects ensuring robust and clear processes, working closely with the Tech to ensure consistency and accuracy of collation 6. Maintain and review the fixed asset register, depreciation schedule and quarterly review meetings on capitalisation process 7. To work collaboratively on Group Costs cash forecasting, VAT returns, Intercompany accounting, Supplier contribution accounting and collection and balance sheet reconciliations 8. Involvement in year end audit, providing support to Head of Management Accounts for timely completion and explanation of requests 9. To take responsibility for the development and advancement of the Finance Apprentice 10. Business case and commercial support for project investments and performance of post-implementation reviews. 11. Ad hoc financial projects. <p>Principal Accountabilities:</p> <ol style="list-style-type: none"> 1. Delivery of consistent, accurate, timely and insightful management reporting and analysis, reflecting operational and strategic needs for Group Costs and LW Overheads. 2. Supporting the delivery of smooth month-end reporting and year-end close within established timelines. 3. Supporting a culture of continuous improvement to ensure effective support to changing business needs.
Skills Qualifications and Experiences	<ul style="list-style-type: none"> • Fully qualified accounting qualification essential. • Educated to degree level or equivalent desirable. • Experience of UK GAAP, including FRS102. • Experience of building internal and external working relationships. • Experience working within a flexible, autonomous culture. • Experience of working within management teams on complex issues. • Ability to influence thinking and decisions effectively.

	<ul style="list-style-type: none"> • Ability to establish a culture of customer service and achieve agreed service standards.
Personal Qualities and Skills	<ul style="list-style-type: none"> • This role requires a flexible team player, capable of both working independently and collaborating with others. • Multi-tasking and prioritisation skills are necessities. • This role requires attention to detail and strict adherence to deadlines. • Must be able to demonstrate excellent numerical and communication (verbal and written) skills.
Reviewed	January 2024
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