

Accounts Manager Job Description



Position Title	Accounts Manager
Job Family	Finance
Reporting to	MD and Board
Location	UK, Cheltenham based
Job Summary	<p>We are looking for an energetic and enthusiastic accounting manager to supervise, track and evaluate day-to-day activities.</p> <p>Accounting Manager responsibilities include establishing financial status by developing and implementing systems for collecting, analysing, verifying and reporting information.</p> <p>We are also looking for someone to work manage, develop and support the accounting administration.</p>
Detailed Responsibilities Duties & Authority	<ul style="list-style-type: none"> • Manage and oversee the daily operations of the accounting department including: <ul style="list-style-type: none"> ○ month and end-year process ○ purchase ledger/sales ledger ○ cash receipts ○ general ledger ○ payroll and utilities ○ treasury, factoring, budgeting ○ cash forecasting ○ revenue and expenditure variance analysis ○ fixed assets reconciliations ○ payment runs ○ debt activity • Monitor and analyse accounting data and produce financial reports or statements • Establish and enforce proper accounting methods, policies and principles • Coordinate and complete annual audits • Provide recommendations to management team • Improve systems and procedures and initiate corrective actions • Assign projects and direct staff to ensure compliance and accuracy • Meet financial accounting objectives • Establish and maintain fiscal files and records to document transactions
Competencies/Skills Required	<ul style="list-style-type: none"> • Proven working experience as Accounting Manager or Finance Manager • Advanced computer skills on MS Office and accounting software (ideally Xero) • Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations • High attention to detail and accuracy • Ability to direct and supervise • Accounting qualification