



## Job Specification

<b>Position</b>	<b>Management Accountant – Maternity Cover</b>
<b>Reporting to</b>	Group Financial Controller
<b>Purpose of Role</b>	<p>To provide financial support, control and reporting expertise for two overseas subsidiaries of Brigade electronics Group Plc (France and Canada).</p> <p>Financial support, control and reporting expertise encompasses:</p> <ul style="list-style-type: none"><li>• Management accounting and ensuring transactional process and payments (suppliers, payroll, sales and corporation tax) takes place as expected,</li><li>• Assisting in preparation of annual budgets in liaison with subsidiary manager,</li><li>• Ensuring annual financial statements are prepared by local accountants that agree to the Monthly Management Accounts (“MMAs”)</li><li>• Explaining the business performance as shown in MMAs, budgets and annual accounts to subsidiary managers and other senior managers in the Brigade Group.</li><li>• Assisting subsidiary clerical staff in the proper discharge of accounting process and system usage.</li></ul> <p>Under the supervision of the Group Financial Controller, the Management Accountant may also be required to provide cover for department and assist in the addition of new companies as and when the group expands its portfolio of overseas subsidiaries.</p>
<b>Key Responsibilities</b>	<p>Wide role including:</p> <ul style="list-style-type: none"><li>• Maintain the accounting records for overseas subsidiaries and monitor related processing performed by service centre.</li><li>• Maintain minutes and core documents for given subsidiaries, ensuring proper classification and version control of working files,</li><li>• Production of management accounts, budgets and forecasts for two overseas subsidiary</li><li>• Be first line liaison with overseas bank, accountants/auditors and payroll providers on day-to-day issues for the overseas subsidiary.</li></ul>

**Key Tasks, but not limited to**

**1. Management Accounts**

The various subsidiaries have different numbers of staff with varying levels of accounting competencies, so the level of accounting support varies. The provision of management accounts will encompass:

- Ensuring that transactional processing is performed on a timely and efficient manner,
- Ensuring that bank and intra-group reconciliations, and other normal month-end routines are properly discharged,
- Day-to-day control over customer receipts and debt collection,
- Preparation of monthly management accounts, and supplementary information, for subsidiary and HO use, which would include but not be limited to: journals for depreciation, accruals, prepayments, overseas tax entries from local accountants etc.
- Preparation of sales analysis data (by product/person),
- Liaison with local external accountants to ensure consistency with local tax and regulatory requirements
- Full understanding of data and ability to answer questions thereon.

**2. Providing financial advice and support to the Country Managers**

The management accountant is the primary financial management contact of the subsidiary's country manager. He/she will be required to fully understand, analyse and explain (e.g. through the MMAs) the company's performance. This may potentially extend to commercial matters such as product pricing, margins, discounts and other incentives, salesman performance, customer profitability etc and advise the MD accordingly, in both spoken and written form.

**3. Year-end**

Understanding that (and delivery of) the management accounts that should culminate in an auditable year-end result that is not materially different and consequently the ability to prepare audit samples and audit schedules for year-end purposes. Minimal audit adjustments, other than CT, are expected.

- Meeting Group Timetables,
- Organising subsidiary CT computations.
- Organising local Y/E procedures (auditors visits and programme, Statutory Accounts sigh-offs, AGMs etc.)

#### **4. Budgets**

Annual budgets are prepared in accordance with instructions and timetables issued from the HQ. Full attendance and participation in this important annual process is required.

#### **5. Monitoring subsidiaries adherence Group Policies and Procedures**

Monitoring the subsidiaries to understand whether they operate in accordance with Group policies and procedures.

This task will also encompass:

- Providing support and guidance to subsidiary managers and staff to ensure they understand group wide policies and procedures
- Assisting in ensuring defined processes are being adhered to across group companies, and if they are not, being able to implement that change,
- Assessing how well the business is complying to policies and informing senior management of any issues that need addressing,
- Make recommendations on how to improve internal controls and processes.

#### **6. Other**

- An aspiration to gain knowledge, be involved in the wider outlook and add the “extra” value we all look for.
- Various ad-hoc assignments as specified by Group Financial Controller

<p><b>1. <u>Education and Training</u></b></p> <p>1.1 At least part qualified ACCA/CIMA (or equivalent).</p> <p>1.2 Preferably graduate level education, but if not at least 3 “A” levels and a high competency in Maths and English.</p> <p>1.3 High level literacy, numeracy and accuracy.</p> <p>1.4 Excellent understanding of book-keeping and office practice.</p> <p>1.5 Above average computer literacy.</p> <p>1.6 Sound business common sense.</p> <p>1.7 Keen intellect, yet practically analytical.</p>	<p>It would take an exceptional candidate to be qualified by experience only.</p>
<p><b>2. <u>Experience and Skills</u></b></p> <p>2.1 Minimum 3 years in SIMILAR management accounting role.</p> <p>2.2 Fully familiar with Balance sheets and cash flows (not just P&amp;L accounting)</p> <p>2.3 Familiar with modern IT based accounting systems.</p> <p>2.4 Good MS Excel skills, ideally to Vlookup/SUMIF level.</p> <p>2.5 Team working.</p>	<p>MS Dynamics experience would be an advantage</p>
<p><b>3 <u>Personality and Motivation</u></b></p> <p>3.1 Administratively sound, highly organised and working to deadlines.</p> <p>3.2 Eager to share with others better ways of working.</p> <p>3.3 Commercial integrity.</p> <p>3.4 Thirst for learning and perseverance to succeed.</p> <p>3.5 Demonstrates respect for company and colleague.</p>	
<p><b>4 <u>Interpersonal Skills</u></b></p> <p>4.1 Consultative style yet directional when necessary.</p> <p>4.2 Proven ability to manage staff.</p> <p>4.3 Able to communicate well across all levels both oral and written.</p> <p>4.4 Builds effective team relationships.</p>	
<p><b>5. <u>Other requirements</u></b></p> <p>5.1 Innate time manager.</p> <p>5.2 Flexibility to work beyond business hours when necessary.</p> <p>5.3 Full understanding of the demands on financial management staff.</p>	
<p><b>6. <u>Communication &amp; language skills</u></b></p> <p>Sensitivity to the varying business practices in different countries.</p>	







**Other requirements**

- 1. Highly organised and able to prioritise.
- 2. Flexibility to work beyond business hours when necessary.
- 3. Ability to work under pressure.

The ability to travel to an overseas location should the job require it.

