

**Assistant Accountant – Redhill**

**Main tasks and responsibilities:**

***Group Treasury***

* Weekly and final monthly bank reconciliations
* Diapason – Daily matching
* Diapason – Monthly journal movements review
* Cashflow forecasting & arrangement of treasury transfers

***Overheads & Marketing***

* Accruals & prepayments
* Monthly overheads preparation and variance analysis
* Sales support, retro and overrider monthly journal
* Marketing – schedules, reconciliation of schedules, PO system and EFACS, monthly journals
* Balance sheet reconciliations
* VAT, intrastats and EC sales list reconciliation and reporting to HMRC
* National statistics
* Requesting all monthly recharges and reconciling against schedules
* Specific transactional reporting

 ***Logistics***

* Logistics monthly journal and reconciliation of the Balance Sheet
* Reconcile Euro pallets balance with movements provided by Supply Chain

***Group accounting system, Mapping & Intercompany***

* Upload ERP transactions from UK to Group system
* Mapping TBs between both systems
* Agree intercompany balances/tagging between both systems
* Agree intercompany balances by email & phone and reconcile any difference
* Asist in new system implementation

***Audit and Year End***

* Year End schedules preparation and liaising with auditors to resolve any queries

***General***

* To Contribute to the delivery of the LACTALIS’ vision and business plan
* To Ensure the team operating objectives and standards of performance are followed by employees
* To Ensure that appropriate standards of conduct are complied with at all times
* To Work in partnership with the other teams to ensure the overall delivery of Finance objectives
* Responsible for effective and efficient operational performance of area of responsibility’s activities
* To Carry out induction training and development programs, and to liaise with the HR Manager on training, learning & development initiatives
* To Ensure continuous process improvement within area of responsibilities by carrying out periodic reviews of processes and procedures

**Experience/Knowledge and skills:**

* Demonstrated experience in finance preferably within FMCG
* Studying relevant accountancy qualification (CIMA/ACCA or other)
* Commercial, with evidence of the ability to deliver proactive and reactive support.
* Ability to analyse and evaluate data against key indicators, to monitor programmes, projects and plans to set and achieve targets.
* Demonstrate proficiency using key software (Word, Excel, PowerPoint, Outlook)
* Attention to detail
* Good verbal and written communication skills
* Ability to meet financial targets
* Demonstrated ability to interact effectively with people at different levels
* Understanding of and commitment to Equal Opportunities and managing diversity

**If you require further information or are interested in applying for this position please forward your CV to Careers@lactalis.co.uk by Wednesday 22nd January 2020**