

We are leading food manufacturing company specialising in the manufacture of flavourings and seasonings. We are recruiting for a Management Accountant to join our Finance Team working at our Clevedon site. The role will provide management accounting for Nactarome Limited; this requires an understanding of all aspects of the business and the issues affecting it. Involves timely and accurate reporting, analysis and forecasting for local and Business Unit (BU) management.

Role:	Management Accountant
Reporting to:	Head of Finance
Gross Salary:	Competitive Salary available on Application
Location:	Unit 11 Windmill Business Park, Windmill Rd, Kenn, Clevedon, North Somerset BS21 6SR
Hours of Work:	40 hours per week: 08:45 to 16:45 Monday to Thursday 08:45 to 16:00 on Friday including 45 minutes paid lunch break and 45 minute early finish on a Friday
Pension:	Auto-enrolment Pension Scheme
Healthcare:	WPA Healthcare NHS Top-up Scheme effective on successful completion of your probationary period.
Death in Service Policy:	Death in Service policy of twice basic salary, payable on death whilst employed by the Company, which includes access to the Help@Hand Benefits Scheme (only eligible up to State Pension Age)
Employee Benefits Scheme/Employee Assistance Programme	Benefits Scheme run by Pluxee offering discounts with many major retailers and Employee Assistance Programme operated by Care First
Holidays:	5 weeks plus bank holidays in first year of service (pro-rata) 5.2 weeks plus bank holidays after two years' service* 5.6 weeks plus bank holidays after five years' service* 6 weeks plus bank holidays after ten years' service* 3 days entitlement must be taken for Christmas shutdown * Entitlement increased at the beginning of the holiday year following the service anniversary
Probationary Period:	3 months
Notice:	During the first four years of continuous employment not less than one month's notice; For each subsequent year of service one week's additional notice (up to a maximum of twelve weeks).

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The business:

We are a rapidly growing, vibrant company producing food flavourings and seasonings for snacks, for customers across the UK and European Food Markets. The ethos of both companies is based around outstanding service coupled with providing our customers with creative solutions and innovations.

Scope of the Role

This position would suit a highly motivated energetic person with a positive outlook, who is task focused with great attention to detail and an excellent communicator. We are looking for a confident team player who can work on their own initiative as well as covering the day-to-day requirements of a fast-paced environment, who has previous experience with Management Accounting in a manufacturing environment.

The role is responsible for management accounting at the 2 UK sites (80 FTEs, £24M revenue) reporting to the Head of Finance. Duties include:

- Monthly commercial reporting; sales reports and Margin analysis. Calculation of Selling price variances and raw material cost variances.
- Prepare and post monthly accruals and prepayments and similar accounting entries.
- Maintain Company Fixed Asset Register
- Maintain Lease register (assets on operating leases)
- Maintain IT equipment register (PC's, printers etc)
- Prepare site capital expenditure submissions.
- Preparation of monthly management accounts (2 site P&L's)
- Reconciling balance sheet accounts including customer and supplier accounts.
- Prepare the annual commercial budget and update commercial forecasts as required.
- Liaising with managers of the business to develop processes and ensure they are implemented and followed.
- Liaising with external accountants and auditors as required.
- To assist with the necessary additional reporting to satisfy year-end / statutory reporting requirements.
- Assist with annual / periodic stock counts.
- Provide holiday cover for Finance Manager re posting of Bank transactions.

Requirements

1. Formal Qualifications and Experience

- Professional Accounting Qualification (Part Qualified considered)
- Proven record of management accounting in a manufacturing environment
- Experience of working with an ERP system, preferably in a SAP environment.

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2. Specific Skills and Abilities

- Ability to interact with non-finance people
- Strong IT skills. A good working knowledge of spreadsheet packages is essential
- Good communication skills (written and oral)
- Result oriented and action-minded
- Analytical and accurate, a logical thinker capable of decision making
- Self-motivated, a strong team player, but able to work independently and on their own initiative
- Largely site-based role in Clevedon but visits to our sites near Wotton under Edge, Gloucestershire (Alderley - production and Kingswood -warehousing) as required.
- Excellent time management skills with a flexible approach to work
- Full Right to Work in the UK
- Full Clean Driving Licence with own car

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