



JOB DESCRIPTION

Management Accountant

Now part of the TASI Group, for 40 years Litre Meter have specialised in the design, manufacture and supply of high-end technical products for the measurement and control of fluids and gases.

Located near to Aylesbury and Milton Keynes in Buckinghamshire, we have an immediate vacancy for a part-time Management Accountant.

Reporting to the Finance Director and as part of an enthusiastic and friendly team you will contribute to the efficient and effective workings of the finance department, ensuring the management team receive timely, accurate and relevant information. You will need to be a driven self-starter with good attention to detail. You should be commercially aware and be able to work quickly and accurately in a fast-paced multi-tasking environment. Strong communication skills and a team focused friendly approach are a must.

Visit our website at www.litre-meter.com

JOB TITLE

Management Accountant

REPORTS TO

Finance Director

SUBORDINATE RESPONSIBILITY

N/A

PURPOSE OF THE JOB

To analyse and report on key financial data within the company. The role will be office based requiring 20-25 hours per week in the office in North Marston.

KEY ACCOUNTABILITIES/RESPONSIBILITIES

1. Produce timely and reliable monthly management information reports
2. Develop and control accounting processes and systems to ensure accounts are effectively managed
3. Monitor budget spend, investigating and reporting on any variances
4. Perform month end for AP, AR, Cashbook, Fixed Assets, Stock and General Ledger
5. Reconcile intercompany balances

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 **LITRE METER**
Specialist flow measurement engineering
Registered in England No. 1216862

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6. Review and submit quarterly VAT return
 7. Assist in preparation of annual budgets and quarterly reforecasts
 8. Monitor and drive processes to help improve KPIs as set by management
 9. Manage the annual financial audit process

SKILLS/ATTRIBUTES

1. Fully qualified or finalist of one of the professional accountancy bodies
2. Experience of Sage accounting systems (or similar)
3. Experience of budgeting and forecasting
4. Good understanding of current tax regimes
5. Excellent attention to detail and problem-solving skills
6. Strong analytical skills
7. Sound business knowledge
8. Spreadsheet proficiency
9. Ability to work to strict, tight deadlines
10. Ability to work on own initiative

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