

Management Accountant – 18 month FTC

Based at Head Office, Lynwood Village, Sunninghill, Ascot
18 months Fixed Term Contract

About The Role...

Assisting the Financial Controller in the preparation of the management and statutory accounts and the day to day operations of the Finance Department. You will be working with the whole of our Finance Team.

We are looking for a self-motivated individual who can step above and beyond the balance sheet reconciliations, and variances, and help ensure the latest Project an implementation of a new finance system is a great success.

Key Responsibilities

- Maintaining regular Balance Sheet reconciliations.
- Assisting in month end processing, including accruals and prepayments, payroll and other standard journals.
- Maintaining the Fixed Asset register, ensuring that all new assets are recorded and that depreciation is charged according to the company's policy.
- Performing daily Bank Reconciliations.
- Assisting with the daily review of the cashflow forecast.
- Overseeing rent and service charge accounting, miscellaneous billing, and Lynwood Village income.
- Preparing monthly accounts for BENTrade and RLD.
- Preparing monthly RLD sales invoices.
- Preparing and filing VAT returns.
- Assisting in KPI reporting and business analysis.
- Support diversity and equality of opportunity in the workplace

Essential Experience

- Proven experience working as a Management Accountant
- Fully qualified by ACCA or CIMA
- Strong time management skills, you should be familiar with working to a deadline and setting your own deadlines to ensure tasks are completed in a timely fashion.
- Strong prioritisation skills, you should be able to prioritise your workload and to report regularly where you are with the tasks in hand

A Little Bit About Us...

Ben is a very unique charity in that we provide Support for Life for those working in the automotive community.

Ben's holistic care and support services focus on the four pillars of health and wellbeing: financial, physical, mental and social, enabling people to navigate life's toughest challenges and empowering them to make lasting, positive change. We also provide self-help tools and expert advice to enable people to improve and maintain their total health and wellbeing.

In addition to our lifelong support services, Ben also provides high quality care and support for those in later life at our excellent residential care centres, assisted living apartments, day care centre, through our Home Care service and, for the more independent, at our award-winning retirement village which is where you will be based at our Head Quarters.