

Title	Central Finance Accountant
Reports to	Group Finance Manager
Key Relationships	3BL Group Controller & Company Secretary, Group Finance Manager Group Finance Director Wider Finance Team
Role Summary	Responsible for assisting with the UK & worldwide Group Financial accounting, including Budgeting, Forecasting and development of processes. Supporting the Group Finance Manager on reporting and the Group consolidation process.
Direct Reports	No Direct Reports
Personal Attributes	<ul style="list-style-type: none"> • Team Player, energetic, and enthusiastic – essential attributes • Detail focussed • Embraces and supports change processes • Confident, self-starter able to act on own initiative • Positive mind-set • Forward thinking • Knowledge of financial IT systems, MS Navision would be advantageous • Excel intermediate essential • Ability to operate in a dynamic environment and working to tight deadlines. essential • Demonstrate attention to detail and logical decision making
Key Responsibilities	<p>Key Areas</p> <p><u>HG UK Ltd</u></p> <ul style="list-style-type: none"> • Responsible for the production of the UK central Division Management Accounts including balance sheet reconciliations, Budget & Forecast & Group reporting. • Monthly Intercompany reconciliation process & reporting. • Responsible for the maintenance & overview of Group insurance, including the UK claim process. • Long term Loans, Asset Finance & Hire purchase schedule set up, maintenance & reconciliation. • Assist with the production of the UK management reports & and month end schedules including monthly corporation tax estimate postings. • Assist with the HG UK LTD month end file review. • Responsible for the consolidation of the HG UK Ltd divisional monthly results, Group reporting, budgets & Forecast. • Assist with the year-end statutory processes, (year-end accounts & tax pack production). • Assist with Tax Forecast, R&D & patent box calculations.

	<p><u>HG Summit Supervisory</u></p> <ul style="list-style-type: none"> • Responsible for the production of the HG SS Management Accounts, Group reporting, Budget & Forecast. • Develop month end reporting including Balance sheet review & creation of a balance sheet reconciliation folder. <p><u>Group</u></p> <ul style="list-style-type: none"> • Assist with the monthly Group consolidation process. • Assist with the year-end statutory processes. • Assist with the development of the Group processes & Financial models. • Management of the Group Shared Overhead recharge process, including calculations and underlying documents.
Experience	<ul style="list-style-type: none"> • Agricultural/Horticultural or FMCG experience preferred but not essential • Financial accounting experience required. • SME Experience required
Qualifications	<ul style="list-style-type: none"> • ACCA part qualified, applied skills completed. • Energy • Drive