

Title	Management Accounts Assistant - UK Growing
Reports to	3BL Finance Business Partner - Growing
Key Relationships	Managing Director (Growing) UK based Management Accounting Teams UK Growing Farm Business Managers
Role Summary	Supporting the UK Growing Management Accounts team with management accounts production.
Direct Reports	No Direct Reports
Personal Attributes	<ul style="list-style-type: none"> <li>• Team Player, energetic, and enthusiastic – <b>essential attributes</b></li> <li>• Detail focussed</li> <li>• Embraces and supports change processes</li> <li>• Confident, self-starter able to act on own initiative</li> <li>• Positive mind-set</li> <li>• Commercially aware, forward thinking</li> <li>• Knowledge of financial IT systems, MS Navision would be advantageous</li> <li>• Ability to operate in a dynamic environment and working to tight deadlines.</li> <li>• Demonstrate attention to detail and logical decision making</li> </ul>
Key Responsibilities	<p>Key Area</p> <ul style="list-style-type: none"> <li>• To provide support in the preparation of the monthly Management Accounts for HG Ltd Growing division.</li> <li>• Assist Managers with understanding of monthly financial management reports and to assist in the preparation of annual budget analysis.</li> </ul> <p><u>UK Growing – Management Account reporting</u></p> <ul style="list-style-type: none"> <li>• To provide support in the preparation of the monthly Management Accounts for HG Ltd Growing division including: <ul style="list-style-type: none"> <li>○ Fruit sales invoicing and reconciliation</li> <li>○ Calculating packing recharges for imported fruit</li> <li>○ Data capture for calculating carbon emissions</li> <li>○ Processing utility invoices and accruals</li> <li>○ General accruals and prepayments</li> <li>○ Reporting and leading the monthly reviews for the welfare and laboratory departments</li> <li>○ Purchase ledger support</li> </ul> </li> </ul> <p><u>In Addition:</u></p> <ul style="list-style-type: none"> <li>• To suggest and implement improvements in the processes underpinning the preparation of the Management Accounts.</li> <li>• To support the implementation of systems</li> <li>• Ad hoc reporting as required including financial modelling and analysis</li> </ul>

Experience	<ul style="list-style-type: none"> <li>• Agricultural/Horticultural or FMCG experience preferred but not essential</li> <li>• SME Experience required</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Preferred AAT qualified, or studying towards AAT or another accountancy qualification (ACCA/ACA/CIMA)</li> <li>• Energy</li> <li>• Drive</li> </ul>