



JOB DESCRIPTION

Job Title: Financial Accountant

Responsible To: Financial Controller

Main Purpose: *Reporting to the Financial Controller the Financial Accountant is responsible for a variety of tasks within finance and will have an ability to take on ad hoc projects and liaise with other members of the finance team on the achievement of improved targets.*

Main tasks and duties

- Preparation and posting of monthly financial journals
- End to end completion of accounts for two group companies
- Analyse variances between actual, budget and prior year results
- Monthly Purchase ledger and GRNI Reconciliation
- Monthly accruals posting of unapproved invoices
- Monthly FX calculations of Purchase ledger, Sales ledger and Bank Account
- Maintain and management of the Sales Rebate process
- Annual reporting of Packaging tax submissions
- Quarterly IPR submissions
- Preparation and review of budgeting, forecasting, and variance analysis
- Reconciliation of other key accounts

- Assisting with the annual external audit

Communications

- Ensure communications are maintained at the highest possible level between management and the workforce and keep your manager advised of impending situations which could develop into more serious problems;
- Develop mutual respect with employees, by ensuring that all dealings are objective and impartial.

Health & Safety

- Through good housekeeping procedures ensure that a safe and clean working environment is kept at all times.

Administration

- Ensure that all reports, studies etc. required are accurate, submitted on time and to the required standard.

General

- Ensure compliance with the company's Equal Opportunity Policy;
- Any other duties as may reasonably be required.