**SELWOOD LTD**

**POSITION DESCRIPTION: Group Financial Accountant**

**LOCATION:** Chandlers Ford

**POSITION PURPOSE:** The role of Group Financial Accountant is a key position to prepare and to deliver compliant and timely reporting to both external bodies and internal customers and stakeholders.

**RESPONSIBLE TO:** Group Financial Controller

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| **REGULAR CONTACTS:** | **External**  | AuditorsTax advisoryHMRC |
| **Internal****Direct reports** | Chief Financial OfficerGroup Director of FinanceGroup Senior Financial AnalystGroup Financial ControllerCredit Control Manager and teamManagement accounts teamBought ledgerOperational finance teamsNone  |

**MAIN RESPONSIBILITIES:**

* Responsible for maintaining accurate accounts of the non-operational Group entities and Parent organisation in line with Group reporting deadlines.
* Responsible for resolving queries on the consolidation of monthly management accounts with support from fellow Accountants of operational entities.
* Responsible for resolving queries in the accurate consolidation of monthly forecasts.
* Preparation of annual statutory accounts for the group entities ready for auditor review, with detailed knowledge of acquisition accounting and fair value adjustments.
* Reconciliations of balance sheet accounts and preparation of control accounts monthly.
* Review and control fixed asset accounts, reconciling to relevant ledger where this applies to the Group Companies.
* Posting of standard monthly journals within Business Central/Dynamics 365.
* Control over monthly management fee recharges.
* Oversight of intercompany recharges and balances.
* Assist in collating information for yearly audit process and any other external reporting.
* Maintaining all relevant tax related evidence and preparation of tax entries for consolidation into the Group VAT and Companies’ Corporate Tax returns.
* Ad hoc assignments in line with the needs of the business.

The main responsibilities are outlined above. This is not a definitive list and other tasks/activities may be necessary as the Company’s commercial activities require.

**QUALIFICATIONS & EXPERIENCE:**

**Required Qualifications**

* Qualified accountant: ICAEW or ACCA

**Experience/Competencies**

* **Computer literate**. Be able to analyse data on Microsoft Packages to advanced levels with excel and preferably Dynamics.
* Experience of tax reporting and compliant record keeping, especially with regards to VAT
* Good understanding of accounting standards UK GAAP/IFRS especially with regards to acquisition accounting and technical standards with regards to rules on capitalisation of costs
* Ability to act **proactively** / be forward thinking whilst maintaining a **methodical, attention to detail** approach
* **Strong communication skills** and ability to work as part of a wider team
* **Challenging approach to work** (looking to drive improvements through an understanding of root causes and how they can be effectively implemented)
* Proven track record of **effectively managing a team**
* **Strong planning, time management and attention to detail**
* **Ability to adapt own approach** and priorities in line with changing business needs / priorities