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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Management Accountant | Department | Finance |
| Function | Group Finance | Site | Templar House, Leeds |
| Date | 18 March 2025 | Approved by  (manager) | Lloyd Besa |

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| SECTION 2 – JOB SUMMARY |
| The role will provide financial support to the Controlling team and the wider Finance team & Business. The role reports into the Head of Controlling and is a great chance to develop general Management Accounting and business partnering skills.  We’re looking for a capable individual, preferably with FMCG or Retail experience and a demonstrable record of adding value through sound administration and insightful analysis.  The individual must be adaptable and happy with working in a fast moving and changeable environment (new systems implementation etc) with a relatively new team. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| Month, Quarter, Year end – responsible for a number of period end processes including trade spend, Consumer marketing, overheads, balance sheet reconciliations and ad-hoc analysis. | 30 |
| Business & Customer Reporting – putting in place and maintaining daily, weekly, monthly, quarterly reports, circulating, dealing with queries. Assisting sales team with customer returns and reports. | 25 |
| Budgeting & forecasting – Assisting in all budget and forecast rounds as required- Excel modelling, reporting, version control  General ad-hoc Finance work | 15 |
| Governance – assist in all internal and external audits | 10 |
| General ad-hoc Finance work | 20 |

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| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | ACA/CIMA/ACCA qualified, part qualified Accountant or qualified by relevant experience |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | 2 + |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | * Advanced Excel * Demonstrate ability to build relationships * Evidence of commercial awareness and an enquiring nature * Demonstrable ability to work as part of a team * Commitment to work flexibly as appropriate * Knowledge of costings |

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| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility | Direct/Indirect Budget | Size/Amount |  |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please put description and numbers |  | | |

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| SECTION 6 – CONDITIONS OF ROLE | |
| State any conditions for role  (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | Leeds based, may be occasional travel to internal / external meetings / events. |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 8 |
| Management Accountant x 3 |
| Finance Administrator x 1 | Reports to (Job Title) | Head Of Controlling |
| Commercial Analyst x 2 |
|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
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| SECTION 8 – SIGNATORIES | | | |
| Job Holder Signature | MJ Bowen | Manager Signature | Lloyd Besa |
| Name | Michael Bowen | Name | Lloyd Besa |
| Date | 18/03/2025 | Date | 18/03/2025 |