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| SECTION 1 – IDENTIFYING INFORMATION |
| Job Title | Assistant Financial Accountant | Department | Group Finance |
| Function | Finance | Site | Templar House |
| Date | 17/12/2024 | Approved by(manager) | Alison Hill |

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| SECTION 2 – JOB SUMMARY |
| The Assistant Financial Accountant will include but not be limited to:* Manage and reconcile the bank accounts for all UK entities
* Reconcile stock accounts for all UK divisions and investigate any discrepancies
* Monthly accruals and prepayments
* Post and reconcile recharges for the business
* Manage the logistics spend
* Maintain Capex forms in Smartflow
* Balance sheet reconciliations
* Investigate and manage balance sheet differences
* Prepare Audit and SOX evidence
* Cashier cover (uploading payments to bank, allocations, credit note/debit note processing)
* Company Credit cards administration and processing of journals
* Adhoc and project work as required
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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| Preparation of the balance sheet folder for review by Financial Controller/Head of Finance. | 20% |
| Reviewing and analysing the balance sheet accounts to ensure that they are accurate and comply with relevant accounting standards. | 20% |
| Monitoring and reviewing the central overheads on a monthly basis including posting journals. | 15% |
| Central Recharges | 15% |
| Preparation of audit file for year end and SoX audit | 10% |
| Budget preparation and quarterly forecasting for the central overheads | 10% |
| Cashier cover/Manage and reconcile bank accounts  | 10% |

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| SECTION 4 – EDUCATION & EXPERIENCE |
| Education Level (i.e. Degree, Prof. Quals., etc) | Part Qualified/Qualified by experience |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | Knowledge of FMCG beneficial but not essential.Knowledge of SoX and/or US accounting standards would be advantageous. |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Strong inter-personal skills and organisational skillsSelf motivated and driven to succeed.Proficient in Microsoft Excel. |

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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, etcPlease 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) | The role will be based at Templar House with hybrid working. |

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| SECTION 7 – POSITION IN ORGANISATION |
| **Peer Positions (list below)** | Team Size (if none put 0) | 0 |
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|  | Reports to (Job Title) | Financial Accountant |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |
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| SECTION 8 - SIGNATORIES |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |