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| **ROLE PROFILE**  |
| Job title | Assistant Management Accountant | Date | Sept 2024 |
| Business | Walkers Deli & Sausage Co. |
| Department | Finance |
| Working Hours | 08:30 - 17:00 |
| Location | Walkers Deli & Sausage Co. 78-88 Cobden Street, Leicester, LE1 2LB |
| **ROLE SUMMARY**  |
| We have a need for a part qualified/ finalist CIMA/ACCA Finance professional to join Walkers Deli & Sausage Co. The role reports directly into the Commercial Finance Manager and will be responsible for compiling the weekly management accounts pack along with preparing the daily materials and labour variances. The individual will have strong financial disciplines, the ability to understand and challenge Operational / functional performance and deliver high-quality reporting into both the business and the Samworth Brothers Group. |
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| Reports to | Commercial Finance Manager |
| Direct & indirect reports | None |
| Key internal stakeholders | Operations, Commercial, NPD, Planning, Finance colleagues and Procurement. |
| Key external stakeholders | Procurement & SSC |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| * Preparation of the weekly management accounts including interpretation & explanation of variances
* Prepare & review of daily material variances
* Prepare & review of daily labour variances
* Accurately compiling weekly forecasts
* Presentation of weekly accounts and forecasts to the Senior Leadership team
* Contribute towards business projects
* Track & monitor performance improvement plans
* Produce reconciliations and reports as required
* Challenge and drive performance in both factories
* Provide assistance and cover within the finance team
* Business partnering & collaborating with other departments
* Spend time in factories to understand key processes and our cost base
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| **QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE** |
| * Part-Qualified/ finalist CIMA/ACCA Finance professional
* Who is seeking to build upon their current knowledge and skills by continuing with their CIMA/ACCA studies within agreed timescales
* Preferably from a FMCG background
* Knowledge and appreciation of manufacturing processes
* System 21 and MS AX experience desirable but not essential
* Ability to work to tight deadlines
* Strong analytical and questioning ability along with using own initiative
* Confident communicator with financial and non-financial colleagues
* Able to challenge at all levels
* Strong IT skills across standard operating systems
* Good literacy and numeracy needed and excellent attention to detail
* Ability to interact with internal and external stakeholders
* Some flexibility required to manage working hours to meet the demands of the business
* Ambitious – an ability and desire to progress within our organisation
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| **CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS** |
| **Competency** | **Descriptors** |
| Value People | Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.  |
| Customer Focus | Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success.  |
| Collaborative Team Working | The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism. |
| Flexibility & Adaptability | The ability to change and adapt own behaviour or work procedures when there is a change in work environment, for example as a result of changing customer needs. |
| Initiative & Taking Ownership | Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism. |
| People Management | The ability to understand people and their motivations, build good relationships with them and help them unlock their potential |
| Empowering Others | Creates an environment where people feel required and enabled to take ownership and responsibility. |
| Coaching for Performance | The ability to help others achieve more through two-way feedback, clear direction and enabling. |
| Analysis & Planning | The ability to take a range of information, think things through logically and prioritise work to meet commitments aligned with organisational goals. |
| Drive for Excellence | Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement. |