



Job Title:	Financial Accountant
Department:	Finance
Base Location:	Tewkesbury
Hours:	37.5 hours per week (Monday to Friday)
Relationships:	Finance Team, Internal Departments, Depots, External Suppliers & Customers
Responsible to:	Finance Manager
Responsible for:	Assistant Accountants X2 & Purchase Ledger Administrator

The Team Cotteswold Purpose:

Being at the heart of a responsible and sustainable dairy community

JOB DESCRIPTION

Overview of the role:

Reporting directly to the Financial Controller the role offers involvement in a variety of financial areas of the business.

Direct Reports – Assistant Accountant (24 hrs), Assistant Accountant (30 hrs) and Purchase Ledger Administrator (40 hrs)

Main Duties & Responsibilities:

- Fixed asset accounting, maintenance and reporting.
- Month-end journals to include Accruals and Prepayments and reconciliation
- Submission and collation of PSA & P11D Reporting
- Simply Health Reporting and monitoring

Purveyors of **Quality Products** with **First Class Service**



- Balance sheet control account reconciliations to include Purchase Ledger, Sales Ledger, other creditors, other debtors, sundry accounts, all payroll accounts
- Implementation of new Accounting rules – such as change in lease requirements reporting
- Play a leading role in Year-End Accounts preparation and annual Audit queries
- Completion of National Statistics Office forms
- Form CT61 (Annual)
- Gender Pay Report (Annual)
- Equipment reconciliation
- Year-end stock take
- Year End Audit work.
- Analysis of data and management report generation
- Day-to-day management of the Purchase Ledger Administrator and two assistant Accountants and arranging cover of the same
- Other ad hoc tasks, as required

Skills (Desirable):

- ACCA / 3+ years accountancy post qualification experience
- Management accounts / treasury / ledger experience required
- Attention to detail, numerate, inquisitive, diligent
- Works well in a team; always willing to help colleagues
- Proactive, dynamic and able to demonstrate initiative
- Good IT skills (Excel & Word) – Sage 200 would be a benefit

Purveyors of **Quality Products** with **First Class Service**