

Cotteswold Dairy



Job Title:	Management Accountant
Department:	Finance
Base Location:	Tewkesbury
Hours:	37.5 hours per week
Relationships:	Finance Team colleagues, Internal Departments, Depots and external suppliers & customers
Responsible to:	Financial Manager
Responsible for:	Management Information, Sales Data Analysis

The Team Cotteswold Purpose:

Being at the heart of a responsible and sustainable dairy community

JOB DESCRIPTION

Overview:

Reporting directly to the Financial Manager the role offers involvement in a variety of financial areas of the business. Responsible for the preparation of financial information and working with management to provide greater understanding of financial information to allow them make informed decisions. Help and provide the depot/department managers better financial information to inform business strategy.

Main Duties & Responsibilities:

Prepare and post on Sage:

- Monthly depot and dairy stock valuations
- Monthly review and report on MIP production analysis
- Monthly accruals; payroll, packaging, milk, cream, bread, etc.
- Monthly fuel account reconciliations and fleet accruals
- Monthly journals and balance sheet reconciliations
- Assist in the sales data analysis and maintenance - Access database

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Registered Office: Cotteswold Dairy Ltd Dairy Way Northway Lane Tewkesbury Glos GL20 8JE
Telephone 01684 298959 **Facsimile** 01684 274994 **Website** www.cotteswold-dairy.co.uk
Registered in England No. 447327



Other tasks

- Prepare monthly management and depot accounts. Investigate, report and resolve variances.
- Maintain and report department performance analysis e.g. Transport, Commercial
- Prepare monthly management accounts. Investigate and resolve variances. Maintain key files.
- Prepare and reconcile monthly MTD data and Sales Analysis - Excel
- Prepare the analysis of financial performance
- Maintain records and support annual audit and tax analysis requirements
- Assist with year-end stocktaking
- Reconcile balance sheet accounts, including cash balances not cleared through bank at end of week
- Any other ad hoc duties

Skills Essential:

- CIMA/ACCA/ACA Qualified
- 3 to 5 years past experience in a manufacturing management accounting role
- Strong Excel skills
- Knowledge of Sage 200 & Access
- Excellent at multitasking, and self-prioritizing skills
- Good time management/meets deadlines
- Attention to detail, accurate, inquisitive, diligent
- Works well in a team; always willing to help colleagues
- Proactive and able to demonstrate initiative

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