

JOB PROFILE

Job Title: Assistant Accountant – Cash and Capital

Function: Finance

Reporting To: Accountant – Cash and Capital

Direct Reports: None

Job Purpose: To assist the 'Accountant – Cash and Capital' with the completion of accurate and timely reporting, analysis and dissemination of financial information.

Accountabilities & Responsibilities:

- Monitor the Group Cash position, ensuring debt covenant requirements are understood and met.
- Maintain bank facility information to ensure all documentation is up to date and therefore accounting entries are accurate for interest, swaps and loans.
- Support the provision of regular reports to the Bank syndicate, ensuring compliance certificates and other submissions are accurate and on time.
- Monitor the debt facilities and ensure related payments are scheduled and made on time.
- Assist with the provision of budget and forecasting of cash for the UK companies.
- Assist with the provision of ad-hoc analysis of cash, debt and other facility related information.
- Assist with ongoing improvements to the cash and debt accounting processes across the business.

General:

- Provide quality service standards to all customers.
- Undertake ad-hoc projects as may be required by the Accountant – Cash and Capital.

Qualifications:

- Studying AAT/CIMA/ACCA.
- Experience of management accounting.
- Strong Excel Skills.