

ASSISTANT MANAGEMENT ACCOUNTANT

JOB DESCRIPTION

JOB TITLE:	Assistant Management Accountant
LOCATION:	HQ, 12 Jordan St, Baltic Triangle, Liverpool
ANNUAL SALARY:	Competitive (Study Support negotiable)

PURPOSE OF THE ROLE

The Climbing Hangar are looking for a Assistant Management Accountant to join our support office finance team on a permanent contract.

The successful candidate will report to the Finance Manager and be responsible for assisting with the production of our monthly management accounts, balance sheet reconciliations, cost analysis, VAT returns, and supporting on internal and external regulatory reporting requirements.

This person will be very skilled at time management, attention to detail and working to deadlines. They will be comfortable with working in the detail at a transaction level to ensure our internal reporting is as accurate as possible and adds value for budget holders when making decisions.

Experience of Sage Intacct is highly advantageous as this is the finance system we are launching for our new financial year.

Based in Liverpool City Centre, the role offers a dynamic environment & flexible/hybrid working – you can even bring your dog to the office!!

WHATS IN IT FOR YOU?

In return for your brilliance, you will receive:



Free Climbing for you and a plus one



flexible/hybrid working



Pet friendly working environment



A daily right old laugh with your team



Competitive salary



Training, learning and development opportunities



28 days annual leave per year
(Pro-rata & inclusive of bank holidays)

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- ▷ Production of the monthly management accounts (P&L, BS, CF) Prepare and post monthly journals required (e.g. accruals, prepayments, stock movements) Business partnering with both site and operational teams regarding processes and reporting Monthly balance sheet reconciliations
- ▷ VAT returns
- ▷ Regulatory compliance reporting
- ▷ Ownership of the fixed asset register
- ▷ Annual audit – produce required schedules, support with queries during fieldwork
- ▷ Support the Finance Manager and Commercial Financial Controller during the quarterly forecasts and annual budget processes
- ▷ Cover when needed for supplier payments

ESSENTIAL EXPERIENCE KNOWLEDGE, EXPERIENCE & SKILLS

- ▷ ACA/CIMA/ACCA part qualified accountant or experience in a similar role
- ▷ Highly proficient in Microsoft Excel
- ▷ Experienced in working to deadlines in a fast-paced, preferably multisite businesses
- ▷ Well organised with the ability to prioritise, multitask and be a team player
- ▷ Possess excellent attention to detail
- ▷ Great written and oral communication skills
- ▷ Proficient in the use of Windows operating systems & Microsoft suite including Windows 10, Microsoft Office, Sharepoint, Teams

DESIRABLE EXPERIENCE KNOWLEDGE, EXPERIENCE & SKILLS

- ▷ Use of Sage Intacct

OUR VALUES

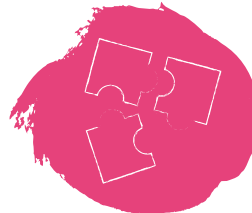
We believe that life is a series of adventures, that it's easier to get better together, that we should strive to deliver the unexpected... and we believe that applies as much to the service we provide to our customers as it does to the way we run our business and work with our teams. We're a close-knit team and looking for a new team member that will quickly feel part of the family. We value people that are:



HUMBLE



**PATIENT AND WILLING
TO LEARN**



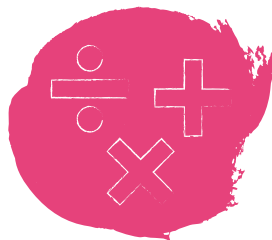
**CURIOUS AND FIND JOY
IN SOLVING PROBLEMS**



**KEEN TO LEARN AND ADD VALUE
BY ADVISING UPWARDS**



**RESULTS ORIENTATED
AND ABLE TO PRIORITISE**



**CALCULATED RISK
TAKERS WITH A DASH
OF AUDACIOUS ENERGY**



**HAVE AN INHERENT
UNDERSTANDING OF PEOPLE**
and how to bring the best out
in them



SERIOUS ABOUT FUN
and making the world better
through delivering positive
micro moments

It's important to the business that our members feel part of a community and that spirit of inclusiveness begins with our team. Let's be totally clear, if you don't think being inclusive is the enlightened path, you won't like working here. Please apply elsewhere.

TO APPLY...

please send your CV and a covering letter to recruitment@theclimbinghangar.com

Don't forget to let us know in your covering letter why you want to work for The Climbing Hangar; what position you'd like to apply for; and why you think you'd be a great fit for the role and our vision.