**BIG YELLOW GROUP PLC**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Assistant Management Accountant |
| **DEPARTMENT:** | Finance |
| **REPORTING TO:** | Finance Manager |
| **MAIN AIM:** | To provide support to the Finance Manager in the provision of management and financial information and to assist in maintaining accounting controls and systems. |

**RESPONSIBILITIES:**

**Management Accounting**

To prepare the monthly management accounts, investigate variances to budget and present to the Finance Manager and Financial Controller by working day 4.

To process the monthly sales import from Space Manager to Microsoft Dynamics 365 Business Central on working day 1.

To prepare the monthly store summary report and distribute by working day 2.

To post month-end journals for accruals, prepayments, deferred income, capitalised interest and finance leases.

To post month-end journals to correctly allocate operating expenses to stores.

To calculate and post the monthly bad debt provision.

To prepare monthly budget packs for Department Heads and meet with Department Heads to discuss variances and reporting requirements.

**Fixed Assets**

To maintain the fixed asset register and post depreciation for all stores.

To review all capital expenditure to ensure correct accounting treatment and assess general ledger accounts to identify and appropriately classify potential capital items.

To calculate the proportion of construction salaries to be capitalised to construction projects.

To assist with the project to move the fixed asset register onto Microsoft Dynamics 365 Business Central.

**Financial Accounting**

To reconcile control accounts on a monthly basis.

To assist with the preparation of annual and interim audits and quarterly trading statements.

To respond promptly to auditor requests for supporting documentation.

**Budgeting & Forecasting**

To assist with the preparation of annual budgets, including preparing templates for departments and attending budget meetings.

To maintain forecasts for the current financial year for operating expenses.

**Credit Control**

To prepare and send out monthly / quarterly invoicing of rent to retail tenants.

To liaise with managing agents and reconcile statements to Microsoft Dynamics 365 Business Central.

To prepare and send out annual insurance invoices to tenants.

To undertake credit control for Head Office debtors to ensure prompt payment of rent and insurance.

**Operational Reporting and Support**

To produce key operational weekly and monthly reports such as occupancy, net rent reports, store debtors and discount management.

To provide ad-hoc reports for the Operations and Marketing departments.

**General**

To prepare and file monthly, quarterly and annual Office for National Statistics returns.

To undertake any other ad hoc duties in order to support the Finance Department.

To automate processes where possible and look for opportunities to utilise AI.

**Required experience, skills and qualifications**

Excel intermediate to advanced level

2 years' work experience in a Finance department

Microsoft Dynamics 365 Business Central

Jet Reports (desirable)

Part Qualified ACCA/CIMA studier (first time passes desirable)

I have read, understood and agree with the responsibilities of this position.

Signed: _____

Name Printed: _____

Date: _____