

Role: Management Accountant
Reporting into: Head of Finance
Location: Pembroke Dock
Salary: £25,000 - £35,000 depending on experience

Genpower Ltd is the exclusive distributor for Hyundai Power Products for the UK and Ireland. Due to expansion, a new opportunity has arisen for a Management Accountant to join our busy Finance department.

Key duties will include but will not be limited to:

- Preparation of monthly management accounts to be submitted to senior management.
- Preparation of monthly journal entries including: stocks, prepayments, accruals, depreciation, salaries, credit cards & petty cash.
- Balance sheet reconciliations.
- Cost of Sales calculations and review.
- Maintenance of fixed asset register.
- Preparing and reviewing various monthly reports at month end.
- Preparing VAT report.
- Preparing daily bank summary report, bank reconciliations and processing internet banking payments.
- Assisting with the annual audit process and preparation of working papers files.
- Carrying out periodic internal audit to ensure that company controls and process are sufficient and effective.
- Maintaining accurate current and historical records
- Maintaining confidentiality of organisational information.
- Supporting the payroll function.
- Preparing end of year financial statements.
- Responsible for the implementation of an efficient accounting framework.
- Documenting and improving processes and to work closely with senior management to automate manual activities.
- Developing and maintaining a good working relationship with key clients, suppliers and staff
- Give any necessary advice on Management Accounting issues to ensure that managers and staff understand issues
- Maintain an awareness of developments in the field of Management Accounting to ensure the continued provision of a high quality professional service.
- Challenge current ways of working, driving change & efficiencies wherever possible.
- Ensure the highest standards of work are maintained.
- Assist in other technical and administrative areas within the Company as may reasonably be requested.

About You

- Minimum 2 years management accounting experience.
- ACCA / CIMA / ACA qualified.
- Strong communication and inter personal skills.
- Advanced excel skills (this will be tested at interview).
- Commercially astute.
- Qualified or working towards a professional qualification.
- Technical ability to prepare, review and ensure accuracy and completeness of work.

What We Offer

- Competitive salary.
- Private AXA Health Cover.
- Perkbox.
- 20 days annual leave plus 8 bank holidays.

HYUNDAI



- Increasing holiday allowance with service.
- Career development opportunities.

To apply please submit CV and Cover Letter outlining your suitability.

