

Management Accountant

Salary - £28-30,000pa

Location: Home working and Southend on Sea Office

Overview:

- To prepare the Management Accounts on a monthly basis and ensure Balance Sheets are reconciled. To maintain Cashflow and to assist with the preparation of the Budget and Forecast as necessary.
- This role will be split between working in the Southend on Sea Office

Key Responsibilities:

- Preparation of the Management Accounts on a monthly basis including Profit & Loss, Balance Sheet and Cashflow. The Management Accounts should be finished and presented to the Head of Finance by the monthly deadline.
- Comparisons should be made to budget/forecast and to the previous period and this should be discussed with Operational Managers to ensure accuracy and consistency.
- Explanations should be obtained for any variances in expenditure and a commentary of expenditure should be provided on a monthly basis.
- Analysis of revenue on a monthly basis ensuring income has been accrued or deferred where necessary.
- Carrying out Balance Sheet Reconciliations for all group companies on a monthly basis.
- Assisting in the preparation of year end statutory accounts for each subsidiary company and Hood Group Limited.
- Maintaining and monitoring Group cash balances and with cashflow management.
- Preparing brand profitability and departmental profitability.
- Assisting the Head of Finance with bids profitability workings. Comparing actual profitability to the original bid.
- Managing the sales ledger, including raising sales invoices and ensuring debt is collected.
- Other regular and adhoc financial responsibilities including involvement in: product development, PAYE (P35/P11Ds/PSAs), FCA reporting, systems development and change management.
- Any other ad-hoc duties as required.

Skills and Experience:

Required:

- Previous experience of working in a finance team.
- Experience in producing management accounts.
- Used to working to strict reporting deadlines.
- Excellent knowledge of Excel (including vlookups and “if” functions)
- Accuracy and attention to detail.
- Excellent communication and interpersonal skills, including the ability to work with colleagues at all levels across the business.
- Strong analytical and report writing skills.
- Disciplined, organised and methodical approach
- Good commercial awareness and the ability to work outside of the finance area.
- Ability to understand the importance of confidentiality in handling customer personal data.

Beneficial:

- Insurance or financial services sector experience.
- Knowledge of Access accounting software.

Qualifications

- AAT qualified, or finalist (or equivalent)

Competencies:

- Communication
- People & Personal Development
- Team Work
- Customer Focus/ Results / Excellence

About Us

Hood Group is a privately owned business providing insurance solutions for over 35 years to some of the most well respected brands, insurance partners and financial intermediaries. Established in 1983, we came from modest beginnings in the City of London with a small team of passionate people who wanted to help change insurance for the better.

We offer our partners an end-to-end service; from product and quote platform design through to sales and retentions. Hood Group is now one of the largest employers in South East Essex with around 180 staff, award winning services and cutting-edge technology. In

2020, we moved to a hybrid homeworking model enabling the best use of office space for collaboration whilst realising the efficiencies and benefits of working from home.”

We invest in the careers of all our staff, through training, qualifications and by providing a pro-active learning environment. We understand the importance of staff wellbeing and maintaining a good work/life balance and also provide opportunities such as flexible working and career breaks. There is a Group funded Sports and Social committee and we work hard to provide a family feel to the company. On completion of probation we also provide an excellent benefits package that includes life assurance, pension scheme, medical cover, permanent health insurance and much more.