



WE'RE HIRING

Management Accountant

One of the leading Flooring providers within the UK & Ireland, Flanagan Flooring have led the market in experience, knowledge and product ranges for the past 40 years. We are currently looking for a skilled and driven Graphic Designer to join our energetic and fast paced team.

Ensures the timely production of financial information. Is responsible for providing valuable information and insight to key decision makers and stakeholders. Is responsible for timely data entry and reporting. Is responsible meeting reporting deadlines and assisting other departments in achieving targets and adding value.

KEY ACCOUNTABILITIES/MAJOR ACTIVITIES

- | | |
|--------------------------|---|
| Financial Reporting | <ul style="list-style-type: none">· Production of Aged Debtor and Creditor Ledgers· Support Head of Finance at Month End· Assist in the production of Annual Budgets and Quarterly Forecasts |
| VAT Reporting | <ul style="list-style-type: none">· Prepare and submit monthly/ quarterly VAT returns |
| Sales Analysis | <ul style="list-style-type: none">· Produce weekly Aged Debtor analysis and explain any past due amounts· Reconciliation of credit cards receipts and allocation of payments received |
| Cost Management | <ul style="list-style-type: none">· Supplier statement reconciliations· Adhoc purchase ledger support and cost review |
| Balance Sheet Management | <ul style="list-style-type: none">· Maintain Balance Sheet Reconciliations· Manage intercompany transactions & reconciliations· Investigate, analyses and report on any variances against budget· Assist the Head of Finance in Working Capital Management |
| Payroll | <ul style="list-style-type: none">· Support the Head of Finance in the preparation of monthly payroll & associated reporting. |
| WHS | <ul style="list-style-type: none">· Maintain relevant knowledge of WHS issues. |
| General | <ul style="list-style-type: none">· Always Promote the company positively through the company values and strive to maintain and build upon the excellent reputation of the company.· Conduct yourself in a trustworthy, reasonable and responsible manner when undertaking your duties.· Promote a good and harmonious working environment where all are treated with respect and dignity and in which no form of intimidation or harassment is tolerated.· Abide by all company policies and procedures and ensure that these are implemented in the area of responsibility.· Within the context of the post, ensure full compliance with company health and safety requirements above.· Participate in staff development and training events.· Any other duties deemed necessary with the postholder competency to ensure the effective operation of your role within the company |

Please apply by sending your CV to recruitment@flanagan-flooring.com



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Management Accountant

MUST HAVE

- Qualifications · GCSEs (Including Maths & English)
 - Recognised accountancy qualification / or working towards one
- Experience · Supplier & Customer management experience.
 - Working in a busy office environment
 - Sage or equivalent accounting package experience
 - Management of company ledgers
 - Good working knowledge of VAT
- Skills · Excellent interpersonal skills and a collaborative teamworking style.
 - Very good communication and internal and external customer service skills.
 - Problem solving skills.
 - Advanced computer skills and proficiency in excel, word, outlook etc..
- Knowledge · Knowledge of management accounting

GREAT TO HAVE

- Qualifications · Accounting Technicians qualification or part qualified
 - Valid clean driving licence.
 - Valid passport.
- Experience · Dealing with accounts in multicurrency
 - Credit Control
- Skills · Ability to Champion Change
 - Team focused in order to support staff and communicate relevant issues to other relevant departments.
- Knowledge · Credit Control procedures

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