

Job Description

Job Title:	Management Accountant
Department/Office:	Exeter
Reporting to:	Chief Finance Officer
Responsible for:	
Brief description of role	Supporting the CFO by completing the basic bookkeeping and accounting duties for the Company including first draft of monthly management Accounts. Further assistance with preparing budgets and other adhoc work.

Under the Senior Managers and Certification Regime you are obliged to adhere to the First Tier of the FCA's conduct rules. Should disciplinary action result from a failure to comply with these rules, then Hawksmoor will be obligated to inform the FCA of any breach.

Main Tasks

- You will deal with the basic book keeping activities such as entering financial information into relevant internal system and maintain the accounts on the system (currently Xero)
- You will recommend to the CFO the weekly payments to suppliers and reconcile to supplier statements
- You will take ownership of the production of first draft of the monthly management accounts including production of accruals and prepayments, balance sheet reconciliations, VAT returns and maintenance of the fixed asset register;
- You will support the CFO with year-end requirements including tax and audit packs
- You will support the CFO with adhoc financial reporting usually done in Excel.
- You will prepare financial documents such as sales invoices
- You will process business expense claims
- Dealing with P11D and Corporation tax analysis schedules
- Complete all tasks and processes with an understanding of their impact on client outcomes and the company's ability to meet its Consumer Duty obligations. Stay up-to-date on Consumer Duty training and highlight any concerns regarding client outcomes, foreseeable harm, unfair treatment, or potential consumer harm resulting from internal processes to your manager.
- Demonstrate a commitment to promoting and supporting diversity and inclusion in the financial sector, in line with the FCA's regulatory framework and objectives.

Qualifications	Part or Full AAT Qualified or equivalent
Skills and competencies	Significant experience in a similar role Attention to detail Strong Excel Skills Good communication skills both internally and externally Sense of fun/enjoys what they are doing

Additional activities

The job holder will be required to perform any additional activities that are relevant to the role, as agreed with management.