

## Direct Wines Role Profile

<b>Position Title</b>	<b>Assistant Group Accountant – Fixed Term (Maternity cover)</b>
<b>Reports To</b>	Head of Finance
<b>Overall Job Purpose</b>	To support the Head of finance and assist the Group Accountant in the provision of consistent, timely and accurate financial reports to all stakeholders within the Direct Wines Group.
<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>○ Provide support with the monthly multi-currency consolidation of the group results, including Forecasts, budgets and long term plans.</li> <li>○ Ensure all consolidation adjustments are accounted for.</li> <li>○ Aid the group monthly inter-company elimination process</li> <li>○ Assist with preparation of the monthly management accounts and board reports</li> <li>○ Proactive resolutions any queries from the business</li> <li>○ Undertake one of the key roles in the consolidation system optimisation, data reconciliation and report writing and liaise with the 3<sup>rd</sup> party support provider/external consultant to resolve any consolidation system issues.</li> <li>○ Ad hoc reports preparation to support business needs</li> <li>○ Preparation of the weekly sales report</li> <li>○ Preparation of the monthly accounts for set of non trading entities.</li> <li>○ Group Monthly/quarterly VAT returns preparation and review.</li> <li>○ Completion of quarterly National statistic reports</li> <li>○ Assisting with the collation of information for statutory accounts</li> <li>○ Responsible for the expense system maintenance and reporting, monitor adherence to company policies and support the transaction team with any queries.</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>○ AAT Qualified, part qualified CIMA- operational level/ACCA part qualified- Not essential</li> <li>○ Excellent excel skills</li> <li>○ Proactive individual focused on system and reporting improvements</li> <li>○ Experience in preparation of consolidated P&amp;L and Balance sheet and FX preferable.</li> </ul>	
<b>Other qualities</b>	<ul style="list-style-type: none"> <li>• Detailed oriented</li> <li>• Task and results driven</li> <li>• Good communicator</li> <li>• Team player</li> <li>• Must adhere strictly to deadlines</li> <li>• Good organisational skills</li> <li>•</li> </ul>
<b>Reviewed Date</b>	8 <sup>th</sup> May 2017