

<b>Role Profile Form</b>	
<b>Position Title:</b>	<b>Management Accountant – Sales and Marketing</b>
<b>Reports To:</b>	Financial controller
<b>Overall Job Purpose:</b>	Financial control of marketing costs Financial control and compliance work associated with Sales
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Business partner to Recruitment team. Support with tracking costs on GMS (Marketing planning system) to ensure GMS holds the most accurate actual costs and forecasts, and add value that will assist decision making, alongside FP&amp;A team. Report on and control variances to budget and monthly forecasts.</li> <li>• Business partner to Customer Marketing team. Manage forecasting trackers in such a way to support FP&amp;A reporting. Report on and control variances to budget and monthly forecasts.</li> <li>• Manage month end commission accruals and support marketing team with external business partner commission reporting.</li> <li>• Business partner to Events team. Report on and control variances to budget and monthly forecasts.</li> <li>• Prepare detailed and meaningful schedules of accruals and prepayments for each area.</li> <li>• Annual budgets and reforecasts for Recruitment costs, Customer Marketing costs, Commission costs and Events costs.</li> <li>• Manage and reconcile all costs and revenue payments associated with social discount offers (e.g. Groupon/Wowcher/Travelzoo etc).</li> <li>• Ad hoc requirements to support other finance team responsibilities.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• CIMA part qualified or finalist</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of management accounting and business partnering preferably within FMCG / Retail /Direct Marketing business</li> <li>• Strong Excel skills (Index/match/vlookup etc)</li> <li>• Dynamics AX an advantage</li> <li>• Business Objects an advantage</li> </ul>
<b>Personal Qualities and Skills:</b>	<ul style="list-style-type: none"> <li>• Inquisitive</li> <li>• Ability to provide insight to all levels of the business with well presented reports</li> <li>• Confident and willing communicator</li> <li>• Highly numerate with strong analytical capability</li> <li>• Proactive</li> <li>• Attention to detail and thorough</li> <li>• Ability to meet deadlines</li> </ul>
<b>Salary level</b>	Competitive salary with excellent company benefits
<b>Reviewed</b>	October 2020