

Job Description

Position:	Management Accountant
Directly reports to:	Finance Director
Direct Reports	None
Regularly interacts with:	FD, Assistant Accountant, Executive Chairman, COO, Company Secretary, Office Manager, Marketing Manager, HR Manager, Commercial Manager, Sales Team, External Advisors
Primary location:	Cambridge
Travel requirements:	Minimal
Role description:	<ul style="list-style-type: none"> • Delivery of an effective finance and accounting function for a rapidly growing Stock Exchange (AIM) listed business • Ensuring the accuracy and integrity of the Group's accounting records, financial systems and controls • Supporting department heads with the use of accurate financial information to enable the senior management team to make upper level management decisions and pursue the appropriate business strategy
Primary responsibilities will include:	<ul style="list-style-type: none"> • Recording financial transactions for project, department and the senior management team, including reconciliations, on a timely basis • Preparing financial statements for internal and external use • Ensuring spending is in line with budgets and taking remedial action to address any variances • Analysing financial performance and making longer term forecasts • Recommending methods and strategies for improving efficiency/reducing costs • Maintaining records and providing support and information for audits • Working with the senior management team and all departments to help make financial decisions • Providing financial input to the sales and procurement teams
Experience and skills required:	<ul style="list-style-type: none"> • Knowledge of accounting terms and concepts • Understanding of finance regulations and legislation • Knowledge of business strategy and methodology • Ability to liaise confidently with all levels of the organisation • Ability to articulate and confidently address finance issues and relate these to the business • Knowledge of Forex • Line management experience • Knowledge of Sage Line 50 (desirable) • Knowledge of overseas subsidiaries, particularly India and Sweden (desirable)
Personal attributes:	<ul style="list-style-type: none"> • Analytical skills • Attention to detail



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	<ul style="list-style-type: none">• Oral and written communication skills• Critical thinking skills• Organisational skills• Strategic thinking• Self-starter.• Ability to work independently.• Flexible.• Ability to work well under pressure and meet deadlines.• Comfortable working in a dynamic work environment.
Working environment:	Open plan office adjacent to A14 with access to private meeting rooms and private car parking
Qualifications:	<ul style="list-style-type: none">• Bachelor's degree in Corporate Finance or Business Administration with a specialty in Finance preferred.• PQE (ACA/ACCA/CIMA)
Benefits:	<ul style="list-style-type: none">• 25 days annual leave• Private health insurance plan (currently BUPA)• Pension scheme with employer contributions• Life cover (3 x salary)• Share options
Date document compiled:	26 th February 2018

This Job Description, along with any set yearly objectives, form the basis of the position and will be used to manage the employee who carries out the role. In addition or as an alternative to the 'normal' responsibilities as described, the employee may from time-to-time be required to undertake, on a temporary or regular basis, additional duties within their capabilities as the needs of the Company's business may require.