

CRISPIN SPEERS AND PARTNERS LIMITED

JOB DESCRIPTION

Job Title:	Junior Management Accountant
Reports to:	Senior Management Accountant
Business Unit:	Finance Dept

Job Purpose:	<ul style="list-style-type: none"> • Create accurate base to prepare management accounts. • Prepare management accounts, budgets and financial information. • Provide cover for Cashier Role.
Key tasks:	<ul style="list-style-type: none"> • Inputting cash movement and invoices onto SAGE. • The preparation of Annual Accounts, Management Accounts/Reports. • To develop, monitor and maintain management information systems and procedures. • To ensure controls are in place and in use at all times. • To support and develop systems where appropriate. • To liaise with Auditors during Annual Statutory Audit. • Preparation and submission of VAT Returns, Corporation tax returns and computations. • Provide cover for Cashier role.
Skills and competencies:	<ul style="list-style-type: none"> • Well-developed written and verbal communication skills. • The ability to work stand alone, as well as contribute to accounts staff where applicable. • The ability to work under pressure and meet deadlines. • Advanced level of computer skills and knowledge of relevant software (Word and Excel).
Knowledge and experience desired:	<ul style="list-style-type: none"> • Experience within the Insurance Broking Industry and an understanding of FCA Client Money rules is helpful but not essential. • Solid Experience of using SAGE accounting software. • The ability to co-ordinate different aspects of multiple projects in a small Broker environment. • Preparation of management and financial accounts from basic or incomplete Accounting records to final completion.
Other	<ul style="list-style-type: none"> • CIMA part qualified • AAT part qualified