

## BORDER OAK ARE SEEKING A MANAGEMENT ACCOUNTANT

Border Oak are an award winning sustainable construction company based in North Herefordshire. We are a family run business with more than 40 years of experience within the construction sector and work across the UK and abroad. We take great pride in our reputation for excellence, innovation and attention to detail and as a great place to work and thrive.

The MA will assist the Senior Management Team in all elements of the financial operation of the company; including monthly P&L reports, WIP analysis, and budget management - to ensure ongoing delivery of an efficient and profitable construction enterprise.

The MA will also provide required reporting; in line with accounting practices to meet our audit requirements.

Position is Full Time and predominantly based at our HQ in Kingsland.

### KEY TASKS AND DUTIES

- ✦ Purchase & Sales Ledger management
- ✦ Cash flow forecasting on a weekly, monthly and yearly basis.
- ✦ Preparation of management accounts/P&L on a monthly basis.
- ✦ Preparation of monthly Work In Progress report and profitability appraisal.
- ✦ Preparation of quarterly budgets for business operations.
- ✦ Administration of credit/debtor control in collaboration with the wider finance team.
- ✦ Payroll/PAYE management and administration.
- ✦ Administration of subcontractors and suppliers accounts.
- ✦ Administration of HMRC, CIS, and pension contributions.
- ✦ Cash management.
- ✦ Fleet management.
- ✦ Administration of company credit cards and allocation of costs.
- ✦ Setting up budgets for projects within the Opera/CIS accounting system.
- ✦ Annual submission of Net Zero data and proposed carbon reduction measures with specific regard to budgeting of the business.
- ✦ Annual submission of chain of custody/FSC/PEFC (and any other future standards) compliance data to ensure and retain accreditation.
- ✦ Collaboration with external auditors to ensure ongoing Companies House compliance.
- ✦ Ongoing administration to evolve accounts processes into the digital age, utilising technology to drive efficiency.
- ✦ Management of Accounts Technician to deliver a first rate service to all stakeholders.

## PERSON SPECIFICATION

We are looking for a motivated and friendly individual with strong attention to detail. As a good forward planner, you will be willing to make judgements and assessments in relation to costs and performance of the business and how best to communicate these assessments. As the Management Accountant you will work closely with a wide range of colleagues including our Senior Management Team, Project Managers, Buyers, Quantity Surveyors, and Design Teams; therefore a team working approach is essential.

## DESIRABLE QUALIFICATIONS

CIMA or AAT Level 4, or equivalent.

## KEY SKILLS

Experience within the construction industry is preferable but not essential.

Initiative, the ability to independently manage workload, self-motivated, excellent verbal and written communication skills, good reporting abilities, strong maths skills, ability to analyse information and prepare headline assessments, preparation of budgets, plus good decision-making instincts, willingness to work as a team and scrupulous documentation skills.

It is important that the MA has a focus on quality, detail and exemplary customer service together with commercial risk awareness.

## CODE OF CONDUCT

- ♦ To act in the best interests of Border Oak and its clients
- ♦ To contribute to the full extent of their capabilities to achieve the most effective operational standards and practice.
- ♦ To maintain high standards of attendance, punctuality and personal appearance.
- ♦ To maintain the confidentiality of Border Oak, our clients and business associates.

## TRAINING STRUCTURE

Training will be identified and offered as part of Border Oak's continuous personal improvement agenda, in line with company and individual requirements, as agreed through consultation with the Commercial Director.

The intention will be to improve skills and deepen responsibilities, and to develop the MA role in line with the aspirations of the individual. Training opportunities reflect our desire to invest in people and support our colleagues.

