



## **Management Accountant (FT196)**

**Full Time, Permanent**

**Competitive Salary**

**40 hours per week, Monday – Friday (8am-4.30pm)**

Cotteswold Dairy is a successful family business, which has been running for over 80 years, and is one of the UK's largest independent family run dairies. Operating over 5 sites, including within Shropshire, North Wales and Gloucestershire, we are a profitable and stable business.

Your role, as the Management Accountant, will be responsible for working with management to provide financial information to allow them make management decisions. Your remit will be to: help management use financial information to inform business strategy; relay information from finance department to management team; & review and appraise capital projects and improvement projects such as debt collection, debt reporting and control.

### **The successful candidate will:**

- CIMA/ACCA/ACA Qualified or finalist
- Past experience in a management accounting role
- Business intelligence reporting skills/experience
- High level excel skills – visual basics/macros etc.
- Knowledge of Sage 200/Sage 50 payroll
- Strong Multitasking, and self-prioritizing skills
- Good time management/meets deadlines.

### **Day to day, the role will include:**

- Record and analyse financial transactions for project, department, company and group.
- Reconcile spending with budget as part of job/product costing.
- Assist in the analysis of financial performance and forecast.
- Review and recommend methods and strategies for cutting cost

Further details can be viewed on the accompanying job description.

We are committed to training and giving you the skills and abilities to carry out your role, providing progression and opportunities, allowing you to build a long term relationship with the Company. In addition to this, we offer:

- Competitive salary
- 30 days holiday inclusive of Bank Holidays
- Group Personal Pension Scheme – 4% Employee and 4% Employer contribution
- Online employee benefits platform
- Cycle to Work Scheme
- Refer a Friend Scheme – potentially receive £250
- Employee shop – discounted products and potential free delivery
- Free car parking

For an informal discussion about the role, please contact Esther Annis or Human Resources on 01684 298959. To apply please email [hr@cotteswold-dairy.co.uk](mailto:hr@cotteswold-dairy.co.uk) with an up-to-date CV.

*On receipt of your application, we will collect your name, contact details and other relevant information for recruitment purposes. The information you provide will help us determine your suitability for any vacancy we have. We understand how sensitive this information is which is why we are committed to safeguarding any data we do collect.*



## JOB DESCRIPTION

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|-------------------------|--|
| <b>Job Title:</b>       | Management Accountant  |
| <b>Department:</b>      | Finance  |
| <b>Base Location:</b>   | Tewkesbury   |
| <b>Hours:</b>           | The position is based on an average of 40 hours per week.<br>(Monday – Friday, 8am – 4.30pm) |
| <b>Relationships:</b>   | Managers and Internal Departments  |
| <b>Responsible to:</b>  | Financial Controller   |
| <b>Responsible for:</b> | None   |

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Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service.

### Team Cotteswold:

At Cotteswold Dairy we recognise that we will achieve far greater success working as a team, with empathetic people management and valuing each other, our staff and our customers.

The aim of 'Team Cotteswold' is to give a disciplined and determined effort to value everyone and everything and as a consequence make the Company the first preference for employees and customers alike over the long term.

### The Team Cotteswold Vision:

By 2025, to be the leading environmental family dairy.

## JOB DESCRIPTION

### Overview:

Responsible for working with management to provide financial information to allow them make management decisions. Remit to include: Help management use financial information to inform business strategy; relay information from finance department to management team; & review and appraise capital projects and improvement projects such as debt collection, debt reporting and control.

### Main Duties & Responsibilities:

*The main responsibilities and functions of this role include:*

- Record and analyse financial transactions for project, department, Company and group.
- Prepare financial statements for internal and external use, e.g. VAT returns, depot and department accounts and budgets, government statistics, financial analysis and reporting.
- Reconcile spending with budget as part of job/product costing.
- Assist in the analysis of financial performance and forecast.

- Review and recommend methods and strategies for cutting cost
- Maintain records and support annual audit requirements
- Internal audit, Year-end stocktaking and help prepare stock valuations.
- Advise/assist depot/department manager on financial decisions, debt collection and customer/round profitability.

**Skills & Qualifications:**

**Essential:**

- CIMA/ACCA/ACA Qualified or finalist
- Past experience in a management accounting role
- Business intelligence reporting skills/experience
- High level excel skills – visual basics/macros etc.
- Knowledge of Sage 200/Sage 50 payroll
- Strong multitasking, and self-prioritizing skills
- Good time management/meets deadlines.

**Desirable:**

- Past experience of credit control