



An exciting opportunity has arisen for an Assistant Financial Controller to join the team based in Dorset. The main focus of the role is to be an integral part of the Finance team assisting the Financial Controller Manager to produce the monthly management accounts and day to day reports.

Key Areas of Responsibility:

- Preparation of the monthly management accounts in conjunction with the Finance Controller
- Production of standard and adhoc reports as requested by the Finance Controller and the wider business along with detailed analysis of reports and data
- Reconciling control accounts
- Report Debtors and Creditors balances
- Bank reconciliations
- Preparing and entering journals
- Preparation and communication of daily, weekly and monthly performance reports
- Produce and communicate monthly stock reports highlighting slow moving stock and work to having effective solutions
- Manage expenses submissions and journals
- Assist in the preparation of the annual and monthly rolling forecast
- Support accounts payable with processing of 400 invoices a month. Identifying GRNI & Capital Additions.
- Ensure all sales and costs are classified to the correct nominal code and profit centre
- Support Accounts Receivable with sending invoices during busy periods. Enabling daily sales performance to be reported
- Field questions from the finance team and other departments
- Produce and manage any additional day to day reporting requirements
- VAT & PPT Return for review by FC - Reviewing new shipping and supplier addresses and assigning VAT accordingly

Key Requirements:

- Ability to communicate effectively on all levels to a financial and non-financial audience.
- High level of accuracy and attention to detail
- Ability to prioritise own work and work of others to meet deadlines to achieve targets in a fast-paced dynamic environment
- Commercially aware
- Friendly, approachable and flexible – a team player
- Forward thinking
- Problem solving and decision-making ability appropriate to the role
- Proactive, positive, enthusiastic - demonstrates “can do” attitude
- Leads by example having a strong work ethic, but effective delegator
- Professionally qualified / Part qualified / Qualified by experience
- Computer literate – Advanced in Microsoft Excel

Selection:

This is an excellent opportunity to join a progressive business who invest in people. Should you feel that your skills and experience match the specification, please forward your covering letter and CV along with your salary expectations to our team.

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