

Are you a **Future Accountant?**

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EVOLUTION 2018



Vertu Motors plc

JOB DESCRIPTION:

Job Title: Assistant Accountant

Job Purpose:

The primary area of responsibility is to assist or deputise for the Accountant in achieving accurate and timely accounting information, maintain sound financial controls, implement Group processes, drive financial process improvements, and a consistent approach as the business needs dictate.

Governance:

- The Assistant Accountant reports directly to the Accountant.
- The Assistant Accountant is responsible for operating within the limits of the policies and procedures of Vertu Motors plc, manufacturer standards and legal requirements.

JOB DUTIES:

DUTIES	STANDARDS
Provide support on an ad hoc basis to both the Accountant and General Manager on a wide variety of projects.	<ul style="list-style-type: none">● Assist the Accountant in the production of the monthly management accounts.● Assist the Accountant with the balance sheet review (Pendcheck).● Work with the Accountant and General Manager to improve dealership performance and controls.● Have an understanding of current manufacturers systems and campaigns.
Work alongside the Accountant in the production of spreadsheets and statistical data to support the management team, and as an aid to business decisions.	<ul style="list-style-type: none">● Submit timely and accurate information in accordance with Group and manufacturer deadlines.● Assist the Accountant in the preparation of the annual budget in support of the strategic plan.● Develop and maintain a robust internal audit tool and carry out ad hoc checks as appropriate.● Develop and maintain a robust stock valuation system in conjunction with the Accountant.
Ensure the administration and financial function is maintained in the absence of the Accountant.	<ul style="list-style-type: none">● Deputise in order to support the General Manager and Divisional Finance Director in daily company requirement.● Ensure Group accounting policies are adhered to and implemented.

DUTIES	STANDARDS
Assist in safe guarding the Group assets.	<ul style="list-style-type: none"> ● Provide support to the dealership in order to maximise cash flow. ● Provide support on an ad hoc basis in terms of query resolution. ● Maintenance and development of a robust internal audit framework. ● Assist in the review of asset and stock control systems. ● Responsible for maintaining all documentation and records that are required for audit purposes or as specified by Inland Revenue policies.
Coach and mentor other team members.	<ul style="list-style-type: none"> ● Assist with any coaching requirements within the admin/accounts team to close any skill gap and support as required.
Behave in a manner consistent with Group values.	<ul style="list-style-type: none"> ● Behave in a manner in keeping with the company values at all times: <ul style="list-style-type: none"> ○ Passion ○ Respect ○ Professionalism ○ Integrity ○ Recognition ○ Opportunity ○ Commitment
Take an active role in seeking process improvements.	<ul style="list-style-type: none"> ● Ensure full conversancy with Group policy and any updates. ● Ensure full conversancy with detailed procedures in place in the dealership and make recommendations to improve efficiency and effectiveness. ● Assume responsibility for adopting and applying the financial policies and procedures within Group guidelines and inform the Accountant of any non-compliance. ● Assist the Accountant in driving changes to process where required.

FUNCTIONS:

- Provide support on an ad hoc basis to both the Accountant and General Manager on a wide variety of projects.
- Liaise with line managers and colleagues and provide information as and when requested.
- Work alongside the Accountant in the production of spreadsheets and statistical data to support the management team, and as an aid to business decisions.
- Ensure the administration and financial function is maintained in the absence of the Accountant.
- Assist in safe guarding the Group assets.
- Coach and mentor other team members.
- Behave in a manner consistent with Group values.
- Take an active role in seeking process improvements.

PERSONAL ATTRIBUTES AND SKILLS:

- The ability to work to deadlines and adapt a flexible approach to meet the needs of the business.
- Professional, credible and highly motivated.
- Articulate and self-confident.
- Demonstrates influencing skills.
- Staff and customer focussed, confident, respectful, empathetic and innovative.
- Attention to detail.
- Enthusiastic and self-motivated.
- The ability to work on own initiative.
- Engagement with peers across the Group to share best practice.
- Literacy .
- Numeracy.
- Accuracy.