

# Accounts Evolution

## Accountant Job Description

### Job Description

**Job Title:** Accountant

**Job Purpose:**

- To manage the Dealership Finance Function effectively and efficiently and to compile management accounts in accordance with Group Policies and Procedures.
- To support the dealerships General Manager to maximise operational and financial performance.
- To support the Divisional Finance Director and the Operational Director.

**Governance:** The Accountant reports to the General Manager with a functional reporting line to the Divisional Finance Director.

### Job Duties

Duties	Standards
<b>Support the Divisional Finance Director and the Regional Director</b>	<ul style="list-style-type: none"> <li>• Work with the Director to review dealership performance and controls.</li> <li>• Implement agreed actions to the dealership.</li> </ul>
<b>Support the General Manager</b>	<ul style="list-style-type: none"> <li>• Deputise for the General Manager in his absence.</li> <li>• Proactively to provide information to the General Manager in a consistent and useful manner in order to maximise operational and financial performance.</li> <li>• Be a proactive participant in dealership management finance and administration team meetings.</li> <li>• Represent a consistent message to dealership.</li> </ul>
<b>Provide/Analyse Management Information</b>	<ul style="list-style-type: none"> <li>• Create useful reports for the dealership management team in order to maximise operational and financial performance.</li> </ul>
<b>Compile Management Accounts</b>	<ul style="list-style-type: none"> <li>• Submit timely and accurate management accounts including VAT returns, forecasts and estimates.</li> <li>• Ensure Group accounting policies are adhered to and implemented.</li> <li>• Ensure all information is accurate and ready available for audit purposes</li> </ul>

Duties	Standards
<b>Manage dealership finance function</b>	<ul style="list-style-type: none"> <li>• Actively recruit the right personnel for finance function.</li> <li>• Create clear performance standards for dealership finance and administration team.</li> <li>• Agree job descriptions for all dealership finance and administration team.</li> <li>• Conduct formal documented six monthly performance reviews with the dealership finance and administration team in conjunction with the GM.</li> <li>• Actively coach dealership finance and administration team to close any skills gaps manage their training and development requirements.</li> </ul>
<b>Implement Group policies and procedures</b>	<ul style="list-style-type: none"> <li>• Ensure that adequate controls are in place and are in line with Pendcheck.</li> <li>• Create and implement action plans to resolve any deficiencies quickly.</li> <li>• Actively seek, create and implement improvements to dealership processes.</li> </ul>
<b>Safeguard the Company's Assets</b>	<ul style="list-style-type: none"> <li>• Consistently and frequently review key asset areas with dealership management, including: <ul style="list-style-type: none"> <li>• Cash</li> <li>• Used Stock (all categories)</li> <li>• Adopted and interest bearing new vehicle Stock</li> <li>• Parts Stock</li> <li>• Work in Progress</li> <li>• Vehicle Debts</li> <li>• Bonus and F&amp;I Debts</li> <li>• Aftersales debts</li> </ul> </li> <li>• Create and implement action plans to rectify any areas of concern.</li> <li>• Ensure all Company Policies are adhered to.</li> </ul>
<b>Group Values</b>	<ul style="list-style-type: none"> <li>• Behave in a manner that is consistent with the Group Values.</li> </ul>

## Functions

- Manage Dealership Finance Function
- Support the dealership General Manager
- Support the Divisional Finance Director and the Operational Director
- Implement Group Policies and Procedures
- Provide/Analyse management information
- Safeguard the company's assets
- Implement consistent processes in the dealership.
- Be a role model in the commitment to the Groups Values

## Essential Competencies

### **Leading and Supervising:**

Provides others with a clear direction; motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour

### **Planning and Organising:**

Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

### **Deciding and Initiating Action:**

Makes timely decisions. Decides on a definite course of action. Takes calculated risks rather than missing opportunities. Weighs up risks logically. Initiates action without needing to refer to others. Acts without being prompted. Takes responsibility for actions, projects and people. Takes initiative and works under own direction. Initiates and generates activity and introduces changes into work processes. Makes quick, clear decisions which may include tough choices or considered risks. Takes ownership of mistakes

### **Writing and Reporting:**

Writes convincingly, clearly, succinctly and correctly, creating documents that are error free. Anticipates information needs of others when preparing documents. Avoids the unnecessary use of jargon or complicated language. Writes in a well-structured and logical way. Structures information to meet the needs and understanding of the intended audience. Creates interesting and stimulating texts

### **Analysing:**

Analyses numerical data and all other sources of information, to break them into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; demonstrates an understanding of how one issue may be a part of a much larger system.

# Accounts Evolution

## Assistant Accountant Job Description

### 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
<b>Provide support on an ad hoc basis to both the Accountant and General Manager on a wide variety of projects.</b>	<ul style="list-style-type: none"> <li>• Assist the Accountant in the production of the monthly management accounts.</li> <li>• Assist the Accountant with the balance sheet review (Pendcheck).</li> <li>• Work with the Accountant and General Manager to improve dealership performance and controls.</li> <li>• Have an understanding of current manufacturers systems and campaigns.</li> </ul>
<b>Work alongside the Accountant in the production of spreadsheets and statistical data to support the management team, and as an aid to business decisions.</b>	<ul style="list-style-type: none"> <li>• Submit timely and accurate information in accordance with Group and manufacturer deadlines.</li> <li>• Assist the Accountant in the preparation of the annual budget in support of the strategic plan.</li> <li>• Develop and maintain a robust internal audit tool and carry out ad hoc checks as appropriate.</li> <li>• Develop and maintain a robust stock valuation system in conjunction with the Accountant.</li> </ul>

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

## 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