

Finance, Placement Student

Role in a nutshell: Support the finance department as a whole including the delivery of its monthly reporting requirements, review and analysis of financial results and provide the business with accurate and timely information to support the commercial decision making process.

Reporting to	Management Accountant, Finance	Department	Finance	Grade	Ungraded	Location	Burgh Heath	Direct Reports	0
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A bit about Finance: The purpose of Finance is to efficiently provide accurate and insightful financial information with robust governance and challenge and a mindset of doing business the way people want it.

What you'll be doing:
<p>This role is to support the Management and Financial accounting functions of the finance department.</p> <ul style="list-style-type: none"> Management Accounting and Business Partnering Month end tasks such as departmental accruals, to support the preparation of monthly accounts. Preparation and delivery of financial reports such as operating statements, purchase order reports and transaction reports to various divisions across the business. Responsibility for reviewing and challenging the level of expenditure versus budget for all departments for which you are the finance business partner. Analysis of financial performance including cost center status reports. Support the delivery of annual Budget. Support the year end close and audit requirements. Financial Accounting Timely and accurate banking of cheques. Management of the fleet rebate process and calculations. Maintenance of financial reporting controls. Vehicle Pricing Support the Management Accountant to ensure that all prices are correct in the systems and ensure that the costings of all shipments are completed in an accurate and timely manner.

Experience you'll gain:
<ul style="list-style-type: none"> The tasks and activities that are within the remit of the finance placement student are designed to give you exposure to some fundamental financial processes such as budgeting and cost control as well as a more general experience of reporting and analysis within a commercial environment. It will give you experience of working within a commercially focused finance division as well as giving you exposure to some fundamental accounting principles such as double entry accounting and accruals.

How we'll support you:
<p>As a manager:</p> <ul style="list-style-type: none"> On the job training and feedback with regular 1-1s

How you could stretch this role:

- The nature of the business means that there are always different areas of focus and as such there are often ad-hoc projects and tasks that will be allocated across the team when required. As a result, the applicant will need to always think if there are better ways of doing something and challenging the effectiveness and efficiency of processes.

What you'll get to own:

- As a finance business partner, there will be regular contact with departments across the business with the primary role of ensuring that each cost center has all relevant financial information for them to manage their departments.

Qualifications and experience you'll need:

Essential

- Undergraduate level with an active interest to pursue a career within Finance and/or Accountancy.

Skills & Behaviours you'll have:

Essential

- Confident communicator who can interact with all other departments across the business.
- Numerate and IT literate with good Microsoft Office skills (particularly Microsoft Excel).
- Strong attention to detail and able to work within tight deadlines.
- Team player who is prepared to contribute at all levels and to each function within the wider finance team.
- Ability to use own initiative and continuously think of ways to improve the efficiency of tasks.

Desirable

- Basic understanding of double-entry accounting.

In line with our Talent Enablement culture, we will give you ownership and encourage you to deliver outcomes that lie outside of the remit of this Job Profile. We do this to give you extra experience, to stretch and develop you within your role, enabling you to be the best you can be.