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| **JOB TITLE**: | Head Office Accountant |
| **DEPARTMENT**: | Finance |
| **COMPANY:** | Brett Trading |
| **LOCATION**: | Faversham/Canterbury |
| **REPORTS TO**: (Job Title of immediate supervisor) | FD Brett Trading |
| 1. **ORGANISATION:** (Show where this job fits in the organisation)   Individual contributor | |
| 1. **RESOURCES:**   Budget(s) Controlled/Influenced:  Number of Direct/Indirect Subordinates: 0  Plant/Equipment Responsible For:  Key Internal/External Contacts:  Key stakeholders Heads of Department in Head Office (Estates, HR, Branding, Development, Procurement etc, Managing Director Brett Cements, Group FD, Chairman.  Cements suppliers.  Colleagues: FC for Brett Concrete, Management Accountant Invicta, Head of Finance Brett Aggs | |
| 1. **PURPOSE OF THE JOB**: (What is the main reason for this job to exist? How does it add value to the Company?)   Accounting for costs in Head Office departments, assisting budget holders with controlling costs and creating budgets and forecasts  Accounting for Cement Trading business and liaising MD Brett Cements on forecasts budgets | |
| 1. **MAIN RESPONSIBILITIES/TASKS**: (What will the Job Holder actually do?)   Responsibilities/Tasks:   * Preparing and publishing timely and accurate monthly management accounts for HO cost centres and Brett Cements. * Analysing business performance and providing explanations for variances to budget, forecast and prior year. * Leading the annual budget and monthly forecast processes for their area, advising and challenging the tactical and strategic assumptions being made. * Proactively identifying and improving finance and business processes to ensure fast, accurate management information is available. * Maintaining and improving financial control, including maintaining a clean balance sheet. * Owner of Group recharge process | |
| 1. **PERSON SPECIFCATION**   Essential:  Qualified Management Accountant  Strong stakeholder management skills  Self-starter  Keen eye for detail but works at pace  Desirable  Hands-on experience of process improvement | |