



JOB DESCRIPTION

Job Title:	Assistant Management Accountant
Reports to:	Financial Controller

Summary of Position:

Heritage Envelopes Ltd is one of the largest envelope manufacturers within the UK, producing over 2 billion envelopes per annum at their production facility in Blackburn. The new role of Assistant Management Accountant is to assist the Financial Controller with the preparation of the monthly management accounts and have input into the design and preparation of the reporting requirements of the business.

Duties and Responsibilities:

- Assisting in the preparation and posting of monthly management journals.
- Preparation of management reports, including daily sales and production reporting
- Assisting in budget preparation.
- Working with FC to maintain and develop control systems.
- Liaising with all departments to understand processes and assisting in preparing management reporting.
- Assisting in overhead analysis and control of business contracts.
- Maintaining and developing control systems within the business.

Desired Attributes:

- Knowledge of nominal journals and balance sheet reconciliations essential.
- Knowledge of the main accounting principles.
- Ability to work on their own and as part of a team as required
- Ability to communicate with all levels within an organisation, and work

with different departments.

- Can work to deadlines on a monthly basis and use own initiative to problem solve as required.

Knowledge of Sage Line 50 & Sage 200 with intermediate excel skills preferable.

Experience of working in finance function of a manufacturing businesses is also preferable but not required.