

JOB TITLE:	Assistant Working Capital Accountant
REPORTING TO:	Working Capital Manager
DIRECT REPORTS:	None
JOB LOCATION:	Woolpit
JOB PURPOSE:	Support the Working Capital Manager with value-adding reports and analysis on core Finance functions.

Responsibilities

Cash Management

- Assist with day-to-day cash management and forecasting across Group companies.
- Improve cash flow reporting and analysis.
- Facilitate loan drawdown analysis and forecasting.
- Help maintain bank mandates and other key treasury administration.

Purchase & Sales Ledger

- Report on statistics and KPIs.
- Review and improve processes.
- Regular supplier audit checks.
- Month end Debtor / Creditor reporting and analysis.
- Weekly analysis of debtors' ledgers across the Group.

General

- Assist with the maintenance and audit of the Register of Delegated Authority.
- Value-added reporting as requested on ad-hoc basis driven by business requirements.
- Ensure compliance with internal controls and SOX processes.
- Assist with audit queries across Working Capital.
- Other ad-hoc duties and project work as required.

Person Specification

Criteria	Essential	Desirable
QUALIFICATIONS	AAT level 3+ or a relevant undergraduate degree.	
EXPERIENCE/ KNOWLEDGE	Can demonstrate an understanding of financial accounting either through previous work experience or study.	

ABILITIES/SKILLS	Microsoft Excel Proactive approach to work with the ability to work independently Ability to build relationships Excellent communicator Ability to review and improve systems and processes	Knowledge of Microsoft AX / Atlas
EMPLOYEE LEVEL	Team member (non-managerial)	