

# Job description

## The Company

Established in 1987, Sanko Gosei UK is a first-tier supplier in the automotive industry, producing both interior and exterior moulded and assembled components

## Job Role

Management Accountant - Supporting the Financial Controller in all aspects of work required in a busy Accounts department, with the plan to eventually progress into the Financial Controller role in 3 to 5 years.

## Duties to include

- Preparation and analysis of Monthly Management Accounts for Sanko group companies including its Eastern Europe Operations
- Preparation of monthly forecasts for presentation to Directors and Management
- Ensuring the accuracy of data within the accounting and production control systems
- Preparation of half yearly budgets for Sanko group companies
- Supply of information to management, parent company and government agencies as required
- Control of sales and purchase ledgers
- Quarterly VAT Returns
- Credit control
- Processing Supplier Invoices
- Preparation of payments to Suppliers
- Administration of Customer and Supplier Master data
- Reconciliation of Customer Self Bill Invoices and investigating differences
- Monthly Payroll Preparation using Sage Payroll software and posting to the Sage Accounts
- Reconciliation of Sage Nominal Ledger Accounts
- Other work as directed by the Financial Controller

## **Qualifications / Experience**

- ACA/ACCA qualified or equivalent.
- Should be computer literate and have good working knowledge of Microsoft Word and Excel
- A good working knowledge of Sage 200
- Previous experience in a busy accounting environment working to strict deadlines.
- Ideal role for a move into industry
- Ability to lead an accounts team.

## **Attributes and Skills**

- Have a leadership mentality.
- Must be able to work on own initiative
- Must have a good organisational and methodical approach to work
- Must be able to work to strict deadlines

## **Hours of Work**

0830 - 1700 (Mon-Thurs)

0830 - 1500 (Fri)

Job Types: Full-time, Permanent

Salary: £38,000.00-£42,000.00 per year