



**Servosteel**

## **Job Description**

**Job Title:** **ASSISTANT MANAGEMENT ACCOUNTANT**

**Responsible to:** Company Accountant

**Primary Responsibility:** Overseeing day to day transactional processing of the Finance Department and preparation of Financial Reports

### **Principal Accountabilities:**

1. Maintenance of Control Accounts, system of Internal Financial Controls, Fixed Asset Register and VAT reporting.
2. Preparation of monthly Management Accounts and associated analyses schedules to review stage working to a strict 6 working day reporting schedule.
3. Preparation of year end accounts, audit file preparation and liaising with external auditors during year end audit site work.
4. Assistance with preparation of annual budget.
5. Undertake and provide analytical review data on an ad hoc basis
6. Supervise and manage two members of staff covering purchase ledger, sales ledger/credit control, weekly and monthly payrolls.

Such other tasks and duties as required by Management.

### **Immediate Subordinates:**

2 Accounts Assistants