



Zen Internet Role Specification

JOB ROLE: Assistant Management Accountant

Key Deliverables

Due to expansion we are currently looking to recruit an experienced Assistant Management Accountant to support our Management Accountants within a busy finance team.

Duties and responsibilities will include management of daily banking and reconciliation, monthly sales reporting, cash flow forecasts, revenue assurance, assisting with the preparation of management accounts and other ad hoc duties within the Finance team.

Although AAT or part CIMA/ACCA qualified would be an advantage this opportunity would be ideally suited to somebody who is happy working within a support role, having demonstrated significant previous experience in a comparable role.

Key Responsibilities

- Management of daily banking and reconciliation
- Assisting with month end accounts
- Billing reconciliation
- Revenue assurance
- Monthly sales reporting
- Cash flow forecast
- Headcount analysis
- Supporting the Management Accountants

Candidate Profile

- Significant previous experience in a comparable role
- AAT qualified an advantage
- Experience using Sage 200
- Excellent attention to detail
- Proficient user of Microsoft packages especially Excel
- Able to work to strict deadlines