

Management Accountant & Analyst

Division: Aviation

Location: London Southend Airport

Shift pattern: Full-time 40 hours per week

Salary: up to £35,000 per annum

Reporting to: Financial Controller

What's the role?

To assist in the efficient and timely preparation of the management and statutory accounts and other commercial and financial information, including responsibility for performing all reconciliations to facilitate these processes.

To provide support to the Financial Controller and Finance Director as and when required.

What will I be responsible for?

- Full month end reporting including all reconciliations
- Responsible for reviewing accuracy of all accounting ledgers
- Detailed analysis of financial information
- Preparation and completion of statutory financial statements for all subsidiaries
- Support FD/FC/MD with ad-hoc requests for information
- Deputise for FC in meetings
- Refine and improve departmental information flow
- Preparation of financial information for board and Group reporting for review by FC
- Attendance and contribution in Weekly Managers meetings
- To liaise with other departments as required ensuring the reporting deadlines are met
- Due to the nature of the role, which will support the division and broader Group, there will be a need to support in a number of general, non-specific areas to maintain the success of the business.

Qualifications and experience:

Key Attributes	Core	Desirable
	<ul style="list-style-type: none"> • Strong knowledge of Microsoft Office with advanced Excel skills. Working knowledge of Word and PowerPoint. • Strong knowledge of IFRS and FRS 101 • Able to work under pressure to tight reporting deadlines. • Good verbal and written communication skills. • Ability to organise and prioritise own work. • Detail conscious. • High levels of numeracy and literacy. • Self- starter, ability to work unsupervised. • Team worker. • Reliable/good timekeeper. • Highly flexible. 	
Qualifications	Core	Desirable
	<ul style="list-style-type: none"> • ACA/CIMA/ACCA newly qualified or part qualified training towards qualification. 	
Experience	Core	Desirable
	<ul style="list-style-type: none"> • Experience of accounts preparation to a rigid timetable. 	

How to Apply:

All applications should be made in writing to Human Resources at LSAHR@southendairport.com with:

- An updated CV
- A covering letter

Note: For your application to be considered it is essential that you can provide a full 5-year checkable history and are able to obtain a clear criminal record check.

Please also note that only applications made directly to lsahr@southendairport.com will be accepted. Applications made through third-party websites will not be considered.

Please provide details of relevant skills, experience and qualifications to support your application.