

Assistant Financial Controller

Job summary

Experienced Assistant Accountant eager to learn and apply their talents to enhance our financial and management reporting processes. An individual who the Financial Controller can feel confident to delegate tasks to and who will support other members of the team and act as business partner for the Finance function.

Key responsibilities:

Reporting to the Financial Controller, will be responsible for:

Management accounting, supporting the FC and internal stakeholders with cost analysis, variance reports (budget / forecast) etc

Product costing – supporting the business with releasing new product standard costs

Fixed asset reporting – owning the cycle from requisition to purchase, capitalization and depreciation, disposal

IFRS16 – owning the process

Factoring – owning the process

About Albea & the Product line that is recruiting

Albéa is a global leader in beauty, personal care, oral care, pharmaceutical and food packaging. Our site, Albéa Colchester is specialized in Laminate Tubes manufacturing for the Oral Care, Pharmaceutical, Food and Personal Care Markets.

Scope

This position reports to the Finance Controller directly and also indirectly to the Plant Manager
Responsible for ensuring accuracy of financial transaction and reporting Financial Performance for associated UK entities

Main activities

- To be the key Finance Point of Contact for the Joint Venture
- Support the Finance Manager and Finance Team as required
- Liaise with other financial institutions as required (Banks, Audit, etc)
- Preparation of relevant, accurate and timely financial information for the UK Management team and Group Finance functions
- Ensure accuracy of standard costing system. Perform periodic updates.
- Maintain the General Ledger Chart of Accounts and associated reports.

- Calculate and distribute product selling prices for key customers
- Maintain Fixed Asset Register and perform regular physical audits
- Record, report and forecast Capital and Tooling expenditure
- Assist in the calculation and reporting of cash flow forecasts
- Assist in the preparation of forecast and budget financial data.
- Perform variance analysis on key financial data
- Perform internal audits of key business processes
- Liaise with external auditors and assist in the preparation of client assistance schedules and other deliverables
- Preparation of tax pack for submission to tax consultants
- Record and report on transactions occurring within associated UK companies
- Assist with the preparation of monthly accounts including obtaining, evaluating and inputting of relevant data
- Produce standard product costs
- Perform analysis of postings to General Ledger accounts
- Produce regular reports on sales, working capital and other relevant financial indicators
- Reconciliation of General Ledger stock accounts and calculation of stock provisions
- Assist with the production of annual accounts for external audit
- Assist with preparation of annual budget
- Preparation of VAT return
- Provide assistance to Financial Accountant as required
- Complete Intercompany reconciliations in the month end cycle and assist query resolution.
- Provide assistance and cover for Controller - Sales and Purchase Ledger as required
- Complete all National Statistics returns, as necessary

Accountability including KPIs

- Guarantee the reliability, accuracy and completeness of the site's financial information.
 - Guarantee risks and opportunities are presented in an actionable manner to other Departments.
- Guarantee efficiency of financial/administrative processes (quicker, more accurate, more relevant)
- Guarantee the engagement & development of the Finance team.

Profile (Experience & qualifications)

Experience and education

- Must have legal rights to work in the UK
- Experience in accounting/finance, minimum 3 years as Assistant Finance Manager/Controller.
- Experience of manual and automated accounting systems. Familiar with advanced finance tools in global finance market, also familiar with closing factory.
- Completing business or accounting professional qualifications

Knowledge/Technical Skills required

- Knowledge of tax computations and processes
- Knowledge of ERP systems in a manufacturing environment. Good written and oral English skills
- SAP experience preferred, not essential

FUNCTION

Finance- Accounting - Audit

LOCATION

Colchester

APPLICATION EMAIL ADRESS

jobs.colchester@albea-group.com

TYPE OF CONTRACT

Permanent

DESCRIPTION

Responsible for ensuring accuracy of financial transaction and reporting Financial Performance for associated UK entities