



Gangmasters & Labour Abuse Authority

Assistant Management Accountant

Summary of the role

To contribute to the effective and efficient running of the GLAA Finance department. Reporting to the Head of Business and Finance, this role will focus on working towards the achievement of the financial year objectives by supporting the Finance team with month-end and year-end accountancy processes including budget forecasting and variance reporting.

Responsibilities

- Preparing monthly management accounts and forecasting
- Month end processes including:
 - Accruals
 - Prepayments
 - Journals
 - Account Reconciliation
 - Submissions to sponsor department
- Collating information from senior managers to produce budgets
- Attendance at Audit and Risk Committee
- Internal and External Audit support
- Assisting in preparation of Annual Report and Accounts
- Production of monthly stats to inform performance analyst of key financial targets
- Undertaking any other duties as considered reasonable and commensurate with the grade and responsibilities of the post, which could also include:
 - Numerous request for information from sponsor body
 - Information required for Parliamentary Questions

Knowledge and Skills	
Essential	Desirable
<ul style="list-style-type: none"> • Accounting Qualification ACCA, CIPFA or CIMA part qualified • Minimum of two years' experience working in a finance function • Working knowledge of Sage 200 • Experience of providing and analysing financial information • Excellent attention to detail • Excellent organisational skills with the ability to plan and prioritise work • Works well under pressure and to tight deadlines • Extremely IT literate with excellent knowledge of Microsoft Office Suite especially spreadsheets (Excel) and good keyboard skills • Excellent interpersonal skills. Able to influence different stakeholders within the organisation • Pro-active team member 	<ul style="list-style-type: none"> • 5 GCSEs (Grades A-C) or equivalent qualifications / experience • Government/Public sector accounting experience • Awareness of financial accounting issues including regulatory reporting and accounting standards and principles • Formally undertaking a scheme of continuing professional development appropriate to their professional accounting body