



Management Accountant

An exciting opportunity has arisen within Tuthill Porsche for a Management Accountant based at our workshop in Wardington.

The role will report to the Financial Controller, owning the day-to-day management accounting activities whilst partnering the wider business.

Key Responsibilities:

- Production of monthly management accounts to trail balance within agreed time frames.
- Manage accruals and prepayments ensuring that postings are accurate.
- Assisting the payroll process by way of checking that payroll information prepared by third parties is accurate and posted.
- Closing of completed job cards and releasing of associated deposits.
- Completion of the company VAT/intrastate returns for submission to HMRC.
- Complete weekly, monthly payments to suppliers and subcontractors.
- Sales ledger invoicing and chasing of monies outstanding.
- Management of the company's bank accounts and credit cards including monthly reconciliations.
- Maintain spreadsheets for costs and revenue for key rally events.
- Preparation of weekly cashflow forecasts.
- Maintenance of Holding company (minimal transactions).

Skills & Personal Attributes

Essential:

- Ability to build and maintain excellent working relationships internally and externally.
- Excellent attention to detail.
- Strong interpersonal and communication skills.
- Ability to prioritise own workload and manage conflicting priorities.
- Positive and proactive approach.
- Good Excel skills (vlookups, sumifs, etc).
- Highly literate and numerate.
- Self-motivated and uses own initiative.

Desirable:

- Studying towards a recognised qualification (ACCA/CIMA).
- Sage 200 experience.
- Automotive / Motorsport experience.
- SME experience

Interested applicants should submit their CV and a covering letter to recruitment@tuthillporsche.com.