

JOB DESCRIPTION

POSITION TITLE:	Assistant Management Accountant	LOCATION:	Watford
DEPARTMENT:	Accounts	WORKING HOURS:	9am to 6pm
SALARY:	Dependent upon experience	REPORTS TO:	Financial Controller

THE COMPANY

ES Broadcast is a leading provider of equipment sales, equipment rental and systems integration services to the professional broadcast industry, as well as to the live events, esports, corporate and government sectors. The company is part of the ES Media Group, which also includes divisions in the cinema equipment rental (Film Store Rental) and library migration and content services (Memnon/LMH) industries. The HR function provides services to all companies across the ES Media Group in UK, Europe, New Zealand and USA.

PURPOSE OF THE ROLE

Due to a period of growth and exciting future plans, ES Broadcast have created a new opportunity for an Assistant Management Accountant to work alongside the Financial Controller and wider financial team. This role will be responsible for the day-to-day support to the Finance team and account management. You will be involved in a wide range of accounting tasks outlined in the duties section.

DUTIES AND KEY ACCOUNTABILITIES

Essential duties and responsibilities include, but are not limited, to the following:

- Perform timely bank reconciliations across the board
- Reconcile revenue for all entities

- Process purchase and sales invoices
- Allocate payments and receipts daily
- Collate freight and duty information and process in Rootstock monthly
- Assist with internal finance queries
- Assist in production of monthly management reports
- Other ad-hoc responsibilities

SKILLS REQUIRED

- Good attention to detail
- Previous experience working in management accounts
- Excellent communication skills
- Work autonomously
- Thrive in fast paced environments
- ACCA qualification is desirable, we do offer financial assistance for AAT/ACCA/CIMA
- Competent excel skills including formulas

GENERAL REQUIREMENTS

- To take responsibility for your own health and safety as necessary
- To comply with the company's disciplinary and grievance procedure as required
- To comply with the company's policies and procedures at all times
- The post holder will be required to undertake such other duties as may be required within the grade and competence of the post. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive
- Duties are set out in this job description but please note that, in consultation with the post holder, the company reserves the right to update the job description from time to time to reflect changes in or to the role. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description