

# Role Profile



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| <b>TITLE</b>  | Management Accountant  |
| <b>REPORTING TO</b>   | Finance Director   |
| <b>WHERE &amp; WHEN</b>   | Wallyford/Heriot Watt university<br>Monday - Friday 37 hours |
| <b>ABOUT US</b>   |  |
| <p>Here at LOGAN ENERGY, we are innovative, engaging, and fast-paced, and our goal is to deliver the future today. If you're inquisitive, creative, and enjoy working collaboratively with like-minded people, this is the place for you.</p> <p>We are on the hunt for a Management Accountant at our site in Wallyford, East Lothian and office at Herriot Watt university.</p>   |  |
| <b>PURPOSE OF ROLE</b>  |  |
| <p>The primary role of the management accountant is to lead the accounting function within Logan Energy and subsidiaries. To provide financial expertise and support to the business particularly with regards to its nature of projects, manufacturing and operations/maintenance.</p> <p>The role also includes contributing substantively to monthly closing, budgeting, forecasting and helping to ensure that other reporting requirements from inside and outside the business are met. This will include full project costing to group consolidation accounting including international subsidiaries</p> <p>Ensuring full involvement and transparency with department heads on their relevant budgets.</p> <p>Working with leadership to analyse efficiency, support continuous improvement initiatives, analyse KPI's and assist in ensuring that project/manufacturing data is accurate and complete.</p> |  |
| <b>DUTIES</b>   |  |
| <ul style="list-style-type: none"> <li>• Provide fully consolidated monthly management/Board accounts including international subsidiaries with the assistance of financial reporting.</li> <li>• Ensure the new production planning system is reliable and fully reconcilable with Sage</li> </ul>   |  |

- Active role in budget setting process
- Carry out monthly group accounts through consolidation
- Responsible for accurate accounts including reconciliation of Balance Sheet accounts
- Ensure the processing of purchase invoices results in accurate prompt payment and dealing with suppliers regarding any payment disputes
- Be finance champion for the production planning system and ensure all data is accurate including the processing of goods in / stock control (including stock takes) etc
- Ensure accurate and timely sales invoicing in line with project invoicing schedules with effective credit control
- Assist with Scottish Enterprise grant invoicing applications
- Assist in the collation of data for European funded project claims
- Project Budget Reporting to Engineers
- VAT Returns
- CIS Returns
- Manage year end accounts with external auditors and corporation tax enquiries
- Overlook processing of staff expenses, monthly credit card statements and bank statements
- Oversee monthly intercompany invoicing and loans
- Integrating accounts with the Chinese Joint Venture and international partners

#### **MAIN DELIVERABLES IN ROLE**

- Timely completion of all financial reporting procedures and outputs including consolidations
- All statutory submissions accurate and on time
- Maximising R&D claims
- Cash positive operations
- Maximise Credit ratings

#### **PERSON SPECIFICATION**

##### **Experience & Qualifications**

- You will need to be a fully qualified accountant (ICAEW, ICAS, ACCA or CIMA)
- Experience of working in a project management/manufacturing environment
- Experience of working in an Accounts department at a senior level
- Experience of international and group consolidation accounting an advantage

##### **Knowledge**

- Knowledge of Sage Accounting software or equivalent is desirable

- High level of competency in Excel
- Knowledge of a manufacturing-based ERP system advantageous

**Skills**

- Highly logical thinker
- Proactive problem solver
- Excellent attention to detail
- Excellent numeracy skills
- The ability to communicate clearly and concisely at all levels both verbally and written
- Collaborative and inquisitive in nature
- Work well under pressure and to tight deadlines