

JOB DESCRIPTION

Job Title: Assistant Management Accountant

Department: Motorsport Finance

Reporting to: Head of Finance - Motorsport

Job Purpose: Provide a highly accurate and reliable level of accounting support to both the Head of Finance, AMR finance Manager and the Motorsport Finance team.

Key Accountabilities:

- Aston Martin racing standard journal entries on company accounting system (IFS) and preparation of regular management accounting reporting documents.
- Assistance with Aston Martin month end processes and reporting using IFS.
- General Motorsport Finance Support including Fixed Asset processing (depreciation, additions, disposals etc).
- Management accounting for Manufacturing and Overhead support Area cost centres
- Responsibility for all Inter-company invoices raising and processing and balance sheet reconciliations.
- Preparation of month end balance sheet reconciliations and create month end summary information pack.
- Offer cover and support for other team members during periods of absence

PERSON SPECIFICATION

Work Experience

- Strong IT skills including Microsoft excel to competent level and ability or experience of using a fully integrated accounting system is essential
- Previous finance experience in relevant organisation ideal.
- Self-starter able to work to specific deadlines and deliverables
- Excellent team player with flexible approach to different tasks and changing requirements.

Special Aptitudes

- A can do approach. Must possess a positive attitude and display the ability to identify alternative solutions to problems
- Relentless in exceeding customer expectations and continually exceeding goals
- A commitment to achieving the best solutions i.e. rigorous approach to work
- Creativity. Endeavour to find new ways of doing things and learn from past experiences