

## **Job Advert**

**Job Title:** Management Accountant

**Salary and Benefits:** Circa £40,000 per annum. Capito also offer a number of benefits such as an employer pension, Cycle to Work scheme, employee discount portal, employee assistance programme and optional health insurance.

**Location:** Livingston, West Lothian

**Shift Pattern:** Full time. 9am to 5:30pm. Monday – Friday. 1-hour lunch break.

### **The Company:**

Capito Ltd is an IT services and solutions provider with over 30 years' experience. Acting as both an IT reseller and providing deployment, consultancy and managed support services to both the private and public sectors. With our wealth of experience, it is Capito's aim to be a trusted IT partner of choice to businesses across the UK. Due to continued growth and as we are now recruiting for the role of Management Accountant.

### **The Role:**

- Daily management of the finance department including allocation of work and management of training, holidays and other time off.
- Development of the finance team including carrying out reviews, coaching, mentoring and providing career development opportunities where possible and in line with business needs.
- Preparing management reports, P&L, budgets, financial statements and providing commentary.
- Assist in the production of annual budgets.
- Controlling and forecasting income and expenditure including cash management.
- Customer and supplier management including negotiating and obtaining finance for major projects.
- Undertaking financial administration and internal audits.
- Management of the external audit process.
- Completion and submission of VAT returns.
- Reporting on department KPIs and overseeing the company KPI reporting process.
- Ensure compliance with all financial regulations.
- Preparation of commission statements.
- Support of HR and payroll function.
- Holiday cover for Sales Support and Operations Manager (South).
- There may be a requirement to undertake additional training and qualifications to meet the needs of the business.
- May also be required to carry out other tasks in line with your level of skills and ability.

### **Essential Requirements:**

Experience working in and managing a busy finance department.

Ability to liaise with other departments throughout the business at all levels.

Experience of MS packages including intermediate excels.

Excellent communication skills and confident communicator.

Excellent attention to detail.

**Desirable Skills:**

Fully qualified or part qualified accountant. Relevant job experience also considered.

Experience of using Microsoft Dynamics Software.

**References:** Any offer of employment will be subject to receiving at least two positive references.