

Assistant Management Accountant

Reports to: Senior Financial Accountant

Key Relationships: Wider finance team, Property Team, Centres, External auditing team,

Authority Levels: None

WHY YOU'RE HERE

At BestStart, we stand up and stand out for our children, families and communities. We're leaders in the early childhood sector, we make a difference and we love what we do. We pride ourselves on being an inclusive team. We encourage our people to bring their unique selves to work. It doesn't matter who you are, if you're passionate about making a difference, you belong here.



WHAT YOU'LL DO

- Process and manage CAPEX and OPEX expenditure requests & their variation orders and maintaining the WIP schedules.
- Manage the fixed assets register by processing additions and disposals.
- Manage the new developments close off process which includes analysing costs and posting journals.
- Manage the month-end processing and reporting for expenditure requests, new developments and fixed assets.
- Depreciation month end processing and reconciling..
- Process stock journals monthly.
- Balance Sheet reconciliations monthly for CAPEX (Work in Progress), OPEX, Stock and Fixed Assets.
- Provide reports to other parts of the business as required.
- Assist with annual audit by ensuring information is provided as requested to external auditors.



THE SKILLS, KNOWLEDGE AND EXPERIENCE YOU'LL NEED

- 2 to 3 years' accounting experience (preference with medium to large organisations) including experience with monthly reporting, reconciliation and analysis
- Accountancy qualification or similar desirable but not essential.
- Analytical mindset, with strong accuracy and attention to detail essential.
- To demonstrate excellent knowledge of accounting systems
- Intermediate to advanced excel skills.
- Experience in implementing process improvements would be an advantage
- Proactive and positive team member
- Be self-motivated and able to work to deadlines and under pressure when required
- Excellent written and verbal communication skills
- Self-motivated, innovative, reflective and prepared to think beyond the boundaries



HEALTH & SAFETY

- Actively promote and role model health & safety awareness.
- Complete health and safety training as required.
- Identify, report and escalate risks, health, safety and environmental hazards within the workplace and take appropriate action.
- Understand and meet, any legally binding health and safety regulations relevant to the workplace.