



Co Cars Ltd Job Description

Job title: Management Accountant

About the job

Location: Central Exeter headquartered, with a flexible and hybrid working environment

Reports to: Finance Director

Hours: Flexible, 3 days per week initially with the opportunity to grow with the business

Annual salary: £35k FTE

Contract: Permanent after probation period

Employee Benefits: Workplace pension, 20 days holiday pro rata, statutory holiday and sick pay, free membership of Co Cars and Co Bikes (excluding usage fees)

About Co Cars

Co Cars is revolutionising the way people travel in Exeter and the South West. Our network of shared electric/hybrid cars can be hired by the hour, and we are proud to have pioneered the UK's first on-street electric bike hire scheme.

We operate in a dynamic and constantly changing environment where shared, zero carbon transport is rapidly gaining in popularity and is supported by fast paced technological innovation.

We are in the midst of a period of significant growth and have ambitious expansion plans as we strive to deliver zero carbon, affordable, shared mobility for all; making our towns and cities more liveable and people's lives better by reducing emissions and cutting congestion.

We are proud to be a social enterprise with an ethical approach to business that is shared by everyone in our friendly and welcoming team.

The Role

We are looking for an experienced, qualified Management Accountant to undertake all aspects of financial management, including management and statutory accounting, regulatory and financial reporting, budget modelling and forecast preparation, as well as development of internal control policies and procedures. Responsibilities will also include financial risk management, cashflow, collection of debtors and management of creditors within internal policies. The successful candidate will also be comfortable dealing with the daily transactional level functions associated with running a small finance team.

Responsibilities

- Manage all accounting operations including billing, accounts payable, accounts receivable, project accounting, grant accounting,
- Contribute to the preparation of the budget and financial forecasts and report variances in the management accounts
- Prepare and publish timely monthly financial statements from trial balance through to management reporting and analysis



- Coordinate the preparation of periodic regulatory reporting to the FCA
- Ensure technical accounting compliance
- Working capital and cashflow management, managing sales ledger and purchase ledger
- Ensure quality control over financial transactions and financial reporting
- Assist in the development or purchase of accounting system software and implement the transition.
- Manage and comply with tax filings
- Manage the monthly payroll
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Support the SMT in business development opportunities
- Provide support at a transactional level and cover for the Finance Assistant

Requirements

- Experience working as a Financial Controller / Business Partner / Senior Management Accountant
- ACCA, ACA or CIMA qualified
- Thorough knowledge of UK accounting principles and procedures
- Excellent small business accounting software user and IT administration skills
- Have advanced Microsoft Excel skills
- Experience of accounting system change and systems integrations desirable
- Motivated to strive for high standards in the work performed and in working relationships

Application process

Interested candidates should send a CV and covering letter to Dan Evans dan@co-cars.co.uk using the subject line "Job Application Your Name".

If you have any questions about the role, please email dan@co-cars.co.uk.

Closing date for applications is Friday 16 July 2021.