



Freeman Automotive (UK) Ltd  
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MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

## Job Description – Management Accounts Assistant & Payroll Administrator

We are offering the chance to join a leading organisation, with opportunities to develop your knowledge and progress your career. Study support will be considered.

### SUMMARY

- Ensure the highest standard of payroll services are provided in a timely and accurate fashion and in accordance with statutory regulations also
- Prepare management accounts for 2 non trading companies and assist with completion of 2 trading companies
- Stock cost accounting
- 2 days per month working from Bristol office
- Assist the Management Accountant with other duties as required, including mentoring of new staff where applicable.

### PRIMARY RESPONSIBILITIES

#### Payroll (30-40% of hours)

1. Collate monthly timesheets from clocking system and process in line with company requirements
2. Process and submit monthly payroll including statutory year end returns and P60s
3. Deal with employee and directors' payroll queries
4. Maintain and update payroll data
5. Enter variable overtime payments and other relevant payroll adjustments
6. Liaise with HMRC, Pension provider, SAGE payroll support & clocking system support where necessary
7. Process RTI for monthly payroll
8. Process all statutory payments as appropriate i.e. SSP, SMP, SPP, SAP
9. Process all new starters and leavers in SAGE Payroll
10. Update all changes in SAGE Payroll and clocking system associated with variations to contracts
11. Create and maintain all employee personnel files, ensuring archiving of leavers and cleansing of information held in line with the Data Protection Act
12. Support the administration of pay reviews
13. Streamline processes to be as efficient as possible
14. Input and submit Auto Enrolment pensions data
15. Provide weekly absence reporting to HR
16. Complete P11d's at year end and execute an effective system of data collection for these
17. Complete PSA at year end and execute an effective system of data collection for these
18. Operate staff expenses policy including issuing floats, re-imbursments of expenses and associated administration and approvals
19. Assist your counterpart in Bristol with any payroll queries/review items as necessary
20. Monthly Excel reporting of payroll costs and analysis
21. Preparation of all payroll related journals for 3 trading companies
22. Make timely payments to HMRC, Pension provider and other 3rd parties (i.e. Attachment of Earnings)
23. Operate Right to Work tracker to record documentation regarding eligibility of employees to work in UK
24. Any other payroll duties as required by the business.



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### **Management Accounts Assistant (60-70% of hours)**

1. Preparation of management accounts for 2 non trading companies and a scheme
2. Review and completion of management accounts for 2 trading companies in conjunction with the team
3. Sales, Purchase, Nominal ledgers and Cash Book entries for 2 non trading companies within both Sage and Excel , including Fixed Asset Registers and associated payments
4. Stock cost testing and process improvement for our Bristol location working on SAGE 200 manufacturing system & liaising with auditors and site personnel (remotely plus 2 days working from Bristol per month)
5. Ensure accurate journal completion and authorisation
6. Ensure all balance sheet reconciliations completed, all reconciling items investigated and understood
7. Assist in the completion of analysis to explain month end performance
8. Assist in ensuring delivery of all key month end reports, e.g. sales, KPI's
9. Reconciliation of Group companies balances and disclosures
10. Work closely with and support the Management Accountant.

### **KNOWLEDGE AND SKILLS**

1. Able to build relationships and procedures with department managers and those in another group location
2. Experience within a payroll position and able to demonstrate sound competence and experience in a payroll / finance related environment
3. Experience within an accounting position, posting journals and performing reconciliations preferably with previous exposure to stock (we can train but would prefer you have the foundation understanding of, for example, FIFO)
4. Able to communicate with line managers and obtain required information by deadlines
5. Self-sufficient in running monthly payroll and payroll year end
6. Independent, proactive, dynamic and able to improve systems with support from Manager
7. Professional and highly discrete
8. Desire to learn
9. Ability to work to deadlines
10. Excellent attention to detail, methodical
11. Demonstrate a sense of professional responsibility
12. Solid Excel and reporting skills including VLOOKUP and Pivot Tables
13. Excellent communication skills at all levels
14. Able to be flexible with working hours where extra work required (occasionally at payroll and month end deadlines and usually around year-end)
15. Ideally part or full AAT Qualified or studying towards CIMA/ACCA.

### **WORKING CONDITIONS**

40.5 hours per week over 5 days, ideally 8am-5pm Mon-Thurs and 830am-330pm Fri. We can be flexible around these hours. Please let us know if you would like something different, we are open from 7am to 6pm.

Free on-site and secure parking, free Wi-Fi, staff discount on products and uniform supplied.

Closing date for applications: Wednesday 30<sup>th</sup> November. Start date ASAP, ideally before Christmas, but we can wait for the right candidate. Apply through our website by attaching your full CV.