



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

Senior Finance Assistant (Maternity Cover FTC approx. 15 months)

We are seeking a Senior Finance Assistant to join our team at the EBC Brakes World Headquarters in Northampton on a Maternity Cover Fixed Term Contract basis. The contract is expected to run for approximately 15 months – between Tuesday 22nd April 2025, up to and including Friday 24th July 2026 (depending on business needs and the duration of the maternity leave).

PRIMARY RESPONSIBILITIES

- Preparation and first review of management accounts for two trading companies with cost centres and two non-trading companies;
- Detailed month end analysis, including accruals & prepayments, balance sheet reconciliations, cost savings and P&L reviews;
- Quarterly analysis of sales and cost of goods data and making provisions for any potential liabilities or losses;
- NRV analysis;
- Preparation and submission of Group VAT Return;
- Reconciliation of intercompany balances and disclosures, liaising with EBC USA Finance Department;
- Year End audit including schedule preparation, dealing with auditor enquiries and preparation of tax packs.

KNOWLEDGE AND SKILLS

1. Qualified by experience (5 years plus in a similar role) or AAT level 3 qualification desirable,
2. Experience within a manufacturing/stock control environment is essential;
3. Previous experience in producing Management Accounts;
4. Thorough understanding of Nominal Ledger, journals and performing reconciliations is essential;
5. Previous Year End Audit experience is essential;
6. Proficient user of Microsoft Office, competent in Excel (V-lookups pivot tables, SUMIF and IF Statements);
7. Experience of SAGE200 desirable but not essential, as full training will be given;
8. Professional and discrete (maintains and promotes confidentiality);
9. Strong organisational and written/verbal communication skills;
10. Methodical with excellent attention to detail;
11. Ability to work to deadlines.

WORKING CONDITIONS

- Modern HQ located near all major access roads close to Jct 15a of the M1, in a purpose-built facility encompassing; engineering, production, warehouse and offices;
- Full Time hours of 39 hours per week.
 - Monday to Thursday 08:00-17:00 (30 min unpaid lunch break) and Friday 08:00-13:00;
 - We can be flexible with these hours, please specify on application;
- Salary £32,000.00 per annum;
- Maternity Cover Fixed Term Contract. The contract is expected to run for approximately 15 months – between Tuesday 22nd April 2025, up to and including Friday 24th July 2026 (depending on business needs and the duration of the maternity leave).

BENEFITS

- Free on-site parking;
- Uniform provided;
- Employee discount on EBC products;
- Cycle to Work Scheme (salary sacrifice) available after probation;
- 28 days holiday (including bank holidays), increasing with the long service award scheme;
- Death in Service benefit scheme;
- Employee contributable health plan scheme.

If you are interested in this opportunity, please apply by Monday 31st March 2025 with your CV and a cover letter outlining your suitability for the role.